

Building homes,
independence
and aspirations



Job Profile

Job Title	Property Paralegal		
Reports to (job title)	Property Legal Manager		
Job Reference No.	HOMEJD267	This version date	16/05/2025

The job in a nutshell...

You'll work with our brilliant Funding and General Property Legal team to deliver and ensure effective legal support in respect of all general property matters across Home which will include, but not be limited to, facilitating our customers' ambitions to acquire, sell, staircase and manage their property ownership. It's about providing a customer focused legal service for Home, which partners with internal colleagues driving consistency, and effectively mitigating risk. No two days are ever the same!

What success will look like...

Being a key member of the Funding and General Property Team assisting in the provision of general property advice enabling the delivery of a customer focussed service to defined performance metrics and outcomes, ensuring that Home's contractual and legal position is managed effectively to reduce risk and cost to the business.

Supporting with the delivery of Legal advice which reflects Home Group's values, customer promise and achieves our business objectives and strategy.

Ensuring stakeholder relationships are strong and established and our colleagues receive prompt, clear and reliable advice.

Efficiency is ensured by maintaining knowledge of Home Group's policies, ways of working and regulatory regime. This includes supporting with the developing and maintaining comprehensive registers and systems to manage data, driving improvements and developing precedents for use within the business.

Effective collaboration is achieved within the legal team and the wider business, positive partnerships and relationships are built and maintained to drive consistency across the business and effectively mitigate risk. This is achieved by providing consistent advice with the support of the Property Legal Manager and Senior Funding and General Property Lawyer on a variety of legal issues and working in collaboration with legal specialists (sourcing and assisting with outsourcing if required) and supporting with the delivery of training sessions where appropriate to assist colleague's knowledge or understanding of legal issues.

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It will be a key requirement to ensure that the Funding and General Property team has excellent visibility across the organisation by use of Workplace etc. All colleagues dealing with property related transactions should be aware of the support this team can provide.

Assistance with routine legal work in relation to a variety of property related transactions processed promptly and effectively with progress reported to the Property Legal Manager and Senior Funding and General Property Lawyer. This is achieved by effective time management, seeking support promptly where required and ensuring accurate reporting and record keeping.

Contribution towards the creation and application of effective and efficient processes that will drive improvements across the legal services team as a whole.

You'll already have these **brilliant** skills, qualifications and knowledge...

Transferable Skills.	Technical qualifications, experience and knowledge.
<p>We have a creative spark</p> <ul style="list-style-type: none"> • Think outside the box about how things can be done more efficiently and effectively • Be open to working with others to improve processes and in consequence the service we provide to our colleagues and customers 	<ul style="list-style-type: none"> •A Legal background
<p>We are great influencers</p> <ul style="list-style-type: none"> • Be a real self starter • Be curious - listen to understand your audience's situation or style • Understand our strategy and customers and be able to articulate the benefits of change 	<ul style="list-style-type: none"> •Customer orientated approach to service provision / experience of working in a service orientated sector where service excellence is paramount.
<p>We have an eye for detail</p> <ul style="list-style-type: none"> • Have the technical qualifications • Open to new ways of working • Be aware of professional developments and learning 	<ul style="list-style-type: none"> •Ability to work independently or as part of a wider team (including other members of Legal Service and internal customers) on a variety of matters

We'd also love you to have, or be **brilliant** at... (but don't worry if not)

- Some knowledge of housing associations.
- Some experience in a resales environment
- An understanding of the shared ownership and other affordable housing models

We're all **accountable** for...

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Health and Safety of our ourselves and others; put simply this includes taking the time to complete all learning, understanding your role-specific responsibilities, working with reasonable care and taking steps to address and report problems related to Health and Safety.

Taking a proactive approach to your learning and development in order to be the best you can be. This includes understanding and keeping up to date with all of our relevant policies and processes as well as taking advantage of all the learning opportunities and resources available to you ... they're there for a reason but don't worry, we'll help keep you informed along the way.

Promoting equality, diversity and inclusion as a top priority at Home Group; leading by example in your actions and demonstrating our Brilliant People behaviours.

Keeping things compliant! You'll have role-specific and organisational goals but it's important you take these seriously and keep people and information secure and safe within the scope of doing your bit here at Home Group.

Comfortable operating in a modern digital workplace, including using digital tools to work collaboratively and productively.

Other **important** stuff...

You'll be a budget holder? No Yes

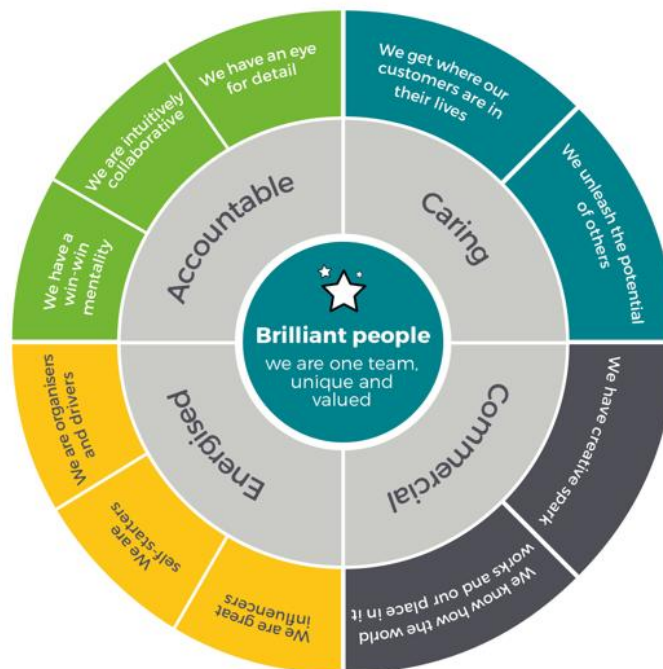
You'll manage people? No Yes

We all work flexibly at Home Group but the level of travel in this role is usually...

Occasional Regular Frequent

This role requires a DBS check No Yes

Basic Standard Enhanced



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