

Building homes,
independence
and aspirations



Job Profile

Job Title	Disrepair Lawyer
Reports to (job title)	Senior Housing Management Lawyer
Job Reference No.	HOMEJD1034

The job in a **nutshell...**

As a Lawyer in our in-house Legal Team, you will provide vital Legal support to our national colleagues on matters of housing management across the Group's operational business, and in particular disrepair cases. You'll work closely with the rest of the team and supporting the Senior Property Litigation Lawyer on delivering a customer focused Legal service for the Group, which partners with other internal teams to deliver and ensure effective legal support for their related activities.

What **success** will look like...

You will work as a key member of the Property Litigation Legal Team, together with the other teams within our Legal Services Department, in delivering a customer focussed service to internal colleagues.

Advice will be provided on disrepair claims, which you will run independently. Support will be provided to internal departments and in particular our maintenance colleagues in order to defend claims, prepare court proceedings and documentation as necessary.

Periodically, to support the wider Property Litigation Team, advice will be provided on other housing litigation matters, including anti-social behaviour and other possession cases. This will include timely preparation of court proceedings and documentation as necessary.

Where business need requires, work will be outsourced to external firms and managed accordingly.

Applications to court/tribunal will be prepared in a timely manner informed by all the necessary research and collation of evidence, draft statements, etc. in line with the relevant court/tribunal procedures. Home Group will be represented in court, tribunal or other properly constituted body to prosecute or defend litigious matters, either by you directly or by counsel or another solicitor instructed by you.

A seamless service will be provided to support the ongoing management and changes to any tenancy or leasehold property, ensuring appropriate legal and regulatory compliance within tenancy agreements and develop and maintain appropriate systems and procedures as required.

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You will be well organised, a good communicator and able to work as part of a team... that's just how we do things here.

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

You will be either a qualified Legal Executive, qualified solicitor or barrister, with rights of audience.

You will have extensive experience in housing Law cases and housing litigation, in particular disrepair cases with the ability to manage your own caseload.

You will have excellent leadership qualities and the ability to train and oversee a small team dealing with disrepair cases.

You will have:

- Good communications, interpersonal and influencing skills.
- Ability to control the requirement and expense of external legal assistance.
- Ability to work independently with the support of a wider team (including other members of Legal Service and internal customers).
- Ability to provide a responsive and comprehensive housing management support service to enable colleagues to tackle disrepair claims.
- Experience in drafting and preparing court/ tribunal papers, including witness statements and Orders. Attending Court and Tribunal as and when necessary.
- Working knowledge of the civil procedure rules and disrepair protocol.
- Experience of civil court rules applying to costs, in respect of both seeking and defending against costs orders.
- Experience in dispute resolution to prevent cases going to court and the ability to negotiate out of court settlements.

You will ideally have experience and knowledge in:

- Social housing practice and the relevant statutory and regulatory requirements
- Leasehold management and Legal issues
- Rent arrears cases and court proceedings
- General civil litigation
- Property disputes
- Coroners Court cases
- When necessary, instructing external Legal assistance
- Providing Legal advice as part of a team approach

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

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Some knowledge of Data Protection Law

Some knowledge of general governance and charitable related issues

Some knowledge of Leasehold and Property Tribunals

Some knowledge of Social Care Law and Safeguarding Law

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

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 ... around 1 or 2 direct reports

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

Occasional Regular Frequent

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