



ABD Legal Services Limited

Job Title:	Land & Development Lawyer		
Department/Group:	Commercial		
Location:	Flexible but ideally Swindon	Travel Required:	Yes, if required to other office locations
Level/Salary Range:	Competitive salary & benefits.	Position Type:	Full time, (4 days per week will be considered), Permanent
Line Management Responsibility for:	N/A	Date Posted:	
Date Posting Expires:	Closing Date:		
Specific Responsibility to:	Head of Land & Development		

Job Description

About Awdry Law:

Established in 1750, we are an award-winning firm having been presented in the past with the Law Society's Excellence Award for Innovation and two awards for excellent customer service. From our offices in Devizes, Chippenham, Marlborough, Royal Wootton Bassett and Swindon. We serve clients in Wiltshire, Berkshire, Hampshire, Somerset, Gloucestershire, Bath, London, and throughout the UK. We provide a comprehensive range of first-class legal services for individuals, families, and businesses.

Our purpose is to provide excellent client service and exceed expectations by being dynamic, inspiring and proactive; client service is at the heart of everything we do. We have a fantastic group of people who work hard, are dedicated and demonstrate great commitment, so in return for aiming towards these standards we will back you, help you to improve and support you in reaching your full potential.

We also want people to enjoy working here and we aim to do this by creating a positive, supportive, and forward-looking environment. Our values are the platform upon which everything is built - excellent client service and making this a great place to work.

Our Values:

Everything starts with you: People Matter, whether you are a client or part of our team.

Always driving forwards: We always show ambition and energy to achieve results.

Be brilliant: We create positivity, excellence, and innovation.

Every person, every time: We are consistent and reliable and give our best every time:

ROLE AND RESPONSIBILITIES

Job Purpose:

To work within the Land & Development team (part of the wider Commercial Department) managing a varied caseload, to include acting for well-established developer clients and landowners. The successful candidate will have the provision of excellent client service at the heart of what they do and develop business for the department through networking and marketing activities.

Typical Activities:

Responsibility for: -

- Fee Income for all aspects of land & development work such as site acquisitions and disposals, finance requirements, option agreements, promotion agreements, overage deeds, collateral warranties, Section 106 Agreements, deeds of easement, conditional contracts etc.
- Identifying improvements and to plan innovatively for better service delivery.
- Developing and maintaining strong & profitable client relationships, critical to the success of the department. Consistently high level of service delivery to meet client’s expectations.
- Potential supervision responsibilities, although not essential.

Support with: –

- Raising the profile of Awdry Law and enhancing the reputation of the Land & Development team.

ESSENTIAL AND DESIRABLE SKILLS, EXPERIENCE AND QUALIFICATIONS

Essential:

- Experience of land & development work
- To have the ability to remain calm, polite and focused when dealing with different situations.
- To have outstanding communication skills both verbal and written
- A high level of attention to detail
- The ability to build relationships and work collaboratively with all employees.
- To enjoy a varied workload and working at pace
- The ability to make sound decisions, taking ownership when required.
- To present in a professional manner
- To be motivated, self-sufficient and to have excellent time management skills.
- To demonstrate flexibility in approach
- To have excellent IT skills including Microsoft packages.
- Must have full UK driving license and own transport.

Desirable:

- People management experience or a willingness to develop skills in this area.

ADDITIONAL NOTES:

This Job description is not intended to cover all aspects of the role. You may be required to complete other tasks that are in keeping with the general nature of the position.

Reviewed By:	Name	Date:	
Approved By:	Name	Date:	

Last Updated By:	Name	Date/Time:	
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