

<b>Job Title:</b>	<b>ASSISTANT DIVISIONAL LEGAL MANAGER</b>
<b>Business:</b>	<b>Taylor Wimpey West Scotland/Taylor Wimpey East Scotland</b>
<b>Location:</b>	<b>Taylor Wimpey West Scotland at Paisley</b>
<b>Reports to:</b>	<b>Divisional Legal Manager</b>
<b>Direct Reports:</b>	<b>Estate Conveyancers/Conveyancing Assistants/Legal Secretary.</b>
<b>Main Interfaces</b>	BU Board of Directors Sales Dept Land and Planning Dept Finance Dept Production Dept Customer Care Dept Relevant Business Regional Solicitors External lawyers carrying out business for the Business Unit Taylor Wimpey UK Legal Department Taylor Wimpey insurers (AON).

#### **Overall Purpose**

- To assist the Divisional Legal Manager to manage the business in-house Legal Department.
- To provide an efficient and cost effective service which supports the business, in particular in relation to its key operation of plot sales and including the provision of accurate reports and forecasts to assist with management of the business.
- To conduct, manage and report on a variety of business administration matters including the monitoring of all business insurance claims.

#### **Key Activities**

1. To assist in the development, management and provision of an efficient in-house estate conveyancing service for the sale of new homes in accordance with Taylor Wimpey Group Legal Disciplines, including the recruitment and training of Conveyancing personnel as required.
2. To develop sound working relationships with key external solicitors and conveyancers working on behalf of mortgage lenders and purchasers of new homes in the business unit area of operation.
3. The progression of requisite legal work to enable the completion of agreements for and adoption of infrastructure works to new developments, including Section 75 Agreements, Road Bonds and relevant Wayleave Agreements.
4. To liaise regularly with the relevant Business Regional Solicitors and as appropriate, Taylor Wimpey UK Legal Director, regarding land acquisitions, current or potential litigation cases or other matters requiring legal advice or having legal implications for the business.
5. To provide pro-active and preventative legal advice to the business unit
6. To ensure that all matters of administration allocated to the Divisional Legal Manager and which affect the business and its performance are carried out in a professional manner and in appropriate timescales.
7. The production of weekly and monthly reports on the progress towards and achievement of contract exchange and legal completion targets and timescales on sales of new homes.
8. The provision of weekly, monthly and quarterly forecasts for plot sale contract exchanges and legal completions.

### Key Competences

- Ability to lead and manage people effectively
- Good communicator – internally and externally, upwards and downwards
- Commercial/Pragmatic approach
- Able to provide pro-active and preventative legal advice
- Committed to client service and customer satisfaction
- Competent I.T. skills including the use of Word and Excel
- Excellent time management and prioritising skills
- Able to work under pressure and to tight deadlines

### Key Experience

- Degree in Scots Law and current Practising Certificate.
- Sound conveyancing experience
- Experience of dealing with housebuilders and associated legal issues relating to same

If you would like to be considered for the role please send your CV to Scott Colquhoun, Divisional Legal Manager Scotland ([Scott.Colquhoun@taylorwimpey.com](mailto:Scott.Colquhoun@taylorwimpey.com)) by 9th February 2010.

**Please advise your Line Manager if applying for this role.**