**Divisional Legal Manager**

A position has arisen for a Divisional Legal Manager to be based from our office in Winchester.

**The Role:**

You will be required to manage the Divisional Legal Centre and responsible for providing plot conveyancing services to a number of Taylor Wimpey Business Units, ensuring that we have a professional, motivated team that realises its full potential and provides a high quality service to both its internal and its external customers. The Department consists of a Divisional Legal Manager an Assistant, Legal Secretary, a number of Estate Conveyancers and a Conveyancing Assistant.

To provide and lead an efficient, service led and cost effective plot Conveyancing function that supports the Business Units, particularly in relation to its key operation of plot sales, including the provision of accurate reports and forecasts.

To continuously improve the performance of the in house legal function in delivering a high quality service which is target driven to the Business Units and to apply performance management to improve the skills of the department.

To conduct, manage and report on a variety of business administration matters.

To support the Head of Plot Conveyancing and where practicable propose improvements to systems and procedures to further maximise efficiency value for money in comparison with external legal services in respect of transactional legal work and general legal advice resulting in tangible costs savings and “added value”.

To support, participate and collaborate on projects and assignments allocated to the Legal Function from time to time.

The role can be demanding and pressurised at times, particularly at year end therefore the incumbent will need to flexible, considerably personal and professional at all times, ensuring the legal team constantly deliver a first rate conveyancing service and excellent customer service.

**Role:**

* The management and provision of an efficient, service led in-house estate conveyancing service to the appropriate Business Units (and to other Business Units as may be required from time to time) for the sale of new homes and part exchange and other related transactions in accordance with Taylor Wimpey Group Legal Disciplines including money laundering.
* To attend regular meetings with the Business Units to advise and provide guidance together with undertaking the preparation and to formulate and co-ordinate strategies for the preparation and production of the legal documentation and sales pack for each development and individual plot sales.
* To monitor, manage and report on the performance on key external solicitors and conveyancers working on behalf of mortgage lenders and purchasers of new homes in the Legal Centres area of operation as well as developing strong working relationships with them.
* To continually monitor and improve the performance of the Department in its delivery of a timely and efficient quality service to the Business Units.
* To progress the requisite legal work to enable the completion of agreements for and adoption of infrastructure works to new developments, including Section 278, Section 104, Section 111 and Section 38 agreements.
* To provide pro-active and preventative legal advice whilst improving service levels to the Business Unit.
* 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 accordance with required timescales.
* Attending regular Build/Sales Forecast meetings with the Business Units to report on the progress towards achievement of contract exchange and legal completion targets.
* As required to ensure that all staff at all levels of qualification receive adequate managerial and professional support, guidance and training commensurate with their role.
* Monitor and ‘police’ compliance with TWUK internal operating policies and procedures including the Operating Framework
* Promote the TWUK Legal Department as an integral key part of the Company’s operations acting as both facilitators and guardians of policy and best practice

**The Person:**

* Qualified Solicitor, Legal Executive or Licensed Conveyancer with a proven track record of Property Law and residential estate conveyancing.
* Experience of dealing with housebuilders and associated legal issues relating to same
* Excellent inter-personal skills which command the respect of others at all levels
* Excellent working knowledge of Microsoft Word, and a good knowledge of Excel and PowerPoint

**In order to be successful in this role you must be able to prove eligibility to work in the UK.**

**The Company:**

Taylor Wimpey is a FTSE 100 business and one of the largest residential developers in the UK, building new homes and communities across England, Scotland and Wales.

Our vision is to become the UK’s leading residential developer for creating value and delivering quality. We build over 10,000 homes each year, from one-bedroom apartments to six-bedroom houses all across the country.

Our people are passionate about the house building industry and about our customers. Culturally we pride ourselves in having a diverse work force with an opportunity to grow a career in a variety of environments. We look to develop our people in the skills and areas they are most interested in so if you are looking to join a thriving company going through an exciting period then please get in touch.

**Internal candidates – Please inform your line manager before applying**