**Legal Assistant**

Role assisting the Legal Manager to deliver an efficient service to the Business Units in relation to Historic Bonds and other 'legacy' issues.

**The Role:**

* To assist in the development, management and provision of the department
* To develop sound working relationships with external solicitors and statutory authorities.
* The progression of requisite legal work to enable the completion of agreements
* To liaise regularly with the relevant Divisional Legal Managers, Regional Solicitors and as appropriate, Taylor Wimpey UK Legal Director
* To ensure that all matters of administration allocated to the Legal Manager
* The production of regular reports on the progress towards and achievement of adoption and reduction of bonds and any other historic issues.
* Assisting with the monitoring and policing of compliance with TWUK internal operating policies and procedures including the Operating Framework.

**The Person:**

* Extensive I.T. skills including the use of Word and Excel
* A methodical and accurate approach to all tasks with close attention to detail
* Pleasant outgoing personality and confident telephone manner
* Enthusiasm, flexible, willingness to learn together with a “can-do” attitude with the potential to take more responsibility as the role evolves
* The ability to work in a demanding and pressurised environment and able to work under pressure and to tight deadlines
* Excellent organisation skills, time management, research skills and prioritising skills
* Able to provide pro-active and preventative legal advice
* Commercial /pragmatic approach
* Ability to lead and manage people effectively
* Aability to work as part of a team
* Committed to client service and customer satisfaction
* Good communicator- internally and externally, upwards and downwards
* Experience of dealing with housebuilders and associated legal issues relating to same - preferred
* Basic knowledge of English Property Law - preferred
* Preferably some Conveyancing experience if not expressing a willingness to learn - preferred
* Experience of the Land Registry Portal - preferred

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

If you are successful at interview and the Company considers making an offer of employment, you may be asked to give your consent to the following pre-employment check[s] being undertaken by our third party provider, Experian (or any other appropriate third party provider that the Company chooses to engage).

The type of checks made will depend on the role in question but may include any or all of the following

Criminal records (DBS);

Credit reference

DVLA

The purpose of such checks will be to assess your suitability for the role. If it subsequently transpires that you have given incorrect, false or misleading information, your application will not be taken further.

**The role will require travel with the successful candidate undertaking site visits as well as any other duties required by the Sales Manager. The candidate will also be required to work on weekends and bank holidays.**

**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.

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