

## JOB DESCRIPTION

**Job Title: Solicitor Construction (Non-Contentious Team)**

**Reporting to: Partner, Sandra Cassels**

**Department: Construction and Engineering Team/Commercial Dept.**



### 1. Job Purpose

The primary focus of the role will be in supporting the workload of the Non-Contentious team who service a range of clients across sectors including but not limited to retail, commercial, leisure, housing and renewables.

Additionally, the postholder will provide support to the Contentious Construction team when this is required.

The post holder will also provide support to other BTO in-house teams, particularly commercial property and banking.

### 2. Scope and Range

The post is based in Edinburgh, with frequent travel to Glasgow.

Post services clients mostly across Scotland with occasional wider UK and international clients

### 3. Key Responsibilities

Working within the Construction and Engineering ( non-contentious) team, the post holder will be responsible ( under supervision?) for a wide and varied case load as follows:

#### Client Management

- This is a busy team servicing a wide range of clients such as developers, housebuilders, contractors, sub-contractors, consultants, funders, tenants and purchasers in the mainly commercial context.
- To provide legal advice to clients in respect of non-contentious construction issues, including drafting and review of standard form and bespoke contracts, appointments, collateral warranties, bonds and guarantees.
- To carry out of due diligence exercises and support the team secure construction packages for the benefits of funders, tenants and purchasers.
- To manage client workloads (under supervision?) ensuring that client activity is delivered timeously and recorded on internal systems in preparation for billing activity.
- To assist other internal BTO teams with non-contentious construction advice and guidance.
- To support the Construction Contentious team with a varied caseload of civil and commercial disputes in accordance with client protocols, with an appropriate level of supervision.

#### File Management

- To maintain up-to-date client files (note on average 15-20 at any one time).

### Personal Development

- Maintain high standards of professional conduct whilst delivering against agreed targets.
- Keep up to date with non-contentious and contentious construction law and practice.
- Maintain continuing professional development activities including recording CPD hours in line with Law Society requirements. There will be opportunity to attend external CPD courses as desired and also participate in in-house team training (giving and receiving).
- To support internal procedures and systems including case management and time recording.
- To participate in team meetings.

### 4. Communications and Relationships

Excellent communication skills are required in order to explain legal proceedings and concepts. Ability to develop strong client relationship skills are necessary and to adopt professional behaviours in line with BTO's ethos and ways of working.

The post holder will work with a variety of clients and professionals with differing levels of understanding of construction issues. Being able to adapt the approach and style to meet the different needs of clients is an important part of the role.

The Post holder will also be expected to maintain good internal communications with the rest of the construction and engineering team and the wider BTO teams for whom we support.

### 5. Most Challenging part of Job

Managing a varied case load within a busy and expanding specialty.

### 6. Knowledge, Training and Experience Required

#### Essential

- Degree level in Law with Practising Certificate issued by the Law Society of Scotland.
- Minimum of 2 years PQ with knowledge of non-contentious Construction.
- Flexible and adaptable, with willingness to learn and work across both non-contentious and contentious construction law.
- Self-starter with high levels of initiative and motivation.
- Good analytical skills with accuracy and attention to detail.
- Well-developed interpersonal and communication skills with the ability to forge relationships with clients and other team members.
- Willingness to participate in marketing and business development activities as a member of the team.

### 7. Job Description Agreement

**Job Holder's Signature & Date:**

**Head of Department Signature & Date:**

**30/05/17**