

## JOB DESCRIPTION

**Job Title: Solicitor/Senior Solicitor/Associate (Property)**

**Reporting to: Partners**

**Department: Commercial (Property & Real Estate), Glasgow office**



### 1. Job Purpose

The post holder will join a successful and expanding team which deals with the full range of high quality commercial property transactions in Scotland.

The post holder will support the team with a broad and interesting case load, including but not limited to commercial leasing, funding, sales/purchases, and commercial contracts.

Post will suit an enthusiastic and talented individual who enjoys working in a team and seeks an opportunity to positively progress their career.

### 2. Scope and Range

Acting for high quality commercial clients based across the UK and overseas.

Exact range of work dependant on experience of candidate.

The core post anticipated involves Scottish commercial property work. However, special consideration will be given to candidates who have a dual English property qualification and hands on experience dealing with English commercial property transactions.

### 3. Key Responsibilities

- With appropriate supervision, to handle a varied caseload of commercial property matters in accordance with client instructions and protocols.
- Excellent relationship and client handling skills, being able to deal confidently and professionally with clients in order to gain and maintain their confidence. Demonstrate initiative and sound judgment, together with high quality technical and commercial knowledge commensurate with experience.
- Receive and respond to requests for legal advice from current and potential clients and other BTO colleagues, providing high quality, practical advice, taking into account both technical and commercial considerations.
- Highest quality technical and communication skills, including written communications.

#### Business Development

- Supportive approach to business development to promote the department, client relationships, networking and marketing.
- To attract additional business from potential and existing clients and other contacts.

#### Personal Development

- Maintain high standards of professional conduct whilst delivering against agreed fee earning targets.
- Keep up to date with commercial property law and practice.

- Maintain continuing professional development activities including recording CPD hours in line with Law Society requirements
- Support internal procedures and systems including case management and time recording.
- Participate in team meetings.

#### **4. Communications and Relationships**

The post holder needs to build relationships with clients, internal customers and the rest of the team. Excellent communication and client relationship skills are necessary and professional behaviour in line with BTO's ethos and ways of working.

#### **5. Most Challenging part of Job**

Managing a varied case load in a complex area of law with challenging targets within a busy office environment. This is an opportunity to join a growing and highly successful team, providing a broad range of support to a diverse, quality client base.

#### **6. Knowledge, Training and Experience Required**

##### **Essential**

- Educated to degree level in law with Practising Certificate issued by the Law Society of Scotland
- From 3 years relevant post qualified experienced most likely though flexible for the right candidate
- A sound understanding of commercial property law and processes
- Excellent technical skills
- Commercial awareness
- Strong client focused approach
- Well-developed interpersonal skills with the ability to build strong relationships with clients and other team members.
- Demonstrates initiative and motivation
- Excellent communication and organisational skills
- Good experience with all aspects of Microsoft Office
- Strong business development skills

##### **Optional:**

- Dual qualification in English property law

#### **7. Job Description Agreement**

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

**Head of Department Signature & Date:**

**22/09/17**