



JOB DESCRIPTION

Job Title: Associate or Senior Associate

Reporting to: Unit Head/Partners

Department: Commercial Real Estate

1. Job Purpose

The post holder will join a busy team which deals with the full range of commercial property matters.

The post holder will support the team with a broad case load including but not limited to:

- Acting on behalf of businesses and individuals on a wide and varied range of commercial property transactions.
- Advising clients on all aspects of commercial property transactions, including purchases, sales, leasing, banking etc.

2. Scope and Range

Post covers acting for commercial and individual clients across Scotland and the whole of the UK comprising PLCs, SMEs and High Net worth individuals.

3. Key Responsibilities

- With appropriate supervision, to handle a varied caseload of commercial property matters in accordance with client protocols.
- Excellent relationship and client handling skills, being able to deal confidently and professionally with clients to gain and maintain their confidence. Demonstrate 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, considering both technical and commercial considerations.
- Title examination and reporting, conveyancing and Land Registration, LBTT Returns, co-ordinating settlements and completions.
- Negotiating missives, leases and commercial property related documents.
- Correspond with clients, other solicitors and liaise with Counsel and relevant intermediaries including surveyors, property agents and accountants.

Business Development

- Supportive approach to business development to promote the department, client relationships, networking and marketing.
- Assist with initiatives to attract additional business from new and existing clients and other third parties.

Personal Development

- Maintain high standards of professional conduct whilst delivering against agreed fee earning targets.

<ul style="list-style-type: none"> • 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. • To support internal procedures and systems including case management and time recording. • To participate in team meetings.
<p>4. Communications and Relationships</p> <p>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 behaviours in line with BTO's ethos and ways of working.</p>
<p>5. Most Challenging part of Job</p> <p>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 team, providing a broad range of support to a diverse client base.</p>
<p>6. Knowledge, Training and Experience Required</p> <p>Essential</p> <ul style="list-style-type: none"> • Educated to Degree level in Law with Practising Certificate issued by the Law Society of Scotland. • A genuine interest in the commercial property sector and desire to build on existing legal and sector knowledge. • Good 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.
<p>October 2025</p>