

A man in a grey suit and white shirt stands in a modern office with large windows, gesturing with his right hand while speaking to a group of people seated at a table. A woman with blonde hair is visible in the background, and a man is in the foreground, seen from the side. On the table, there is a laptop and a small potted plant.

Forward thinking
Straight talking

Site Set Up Solicitor

JOB SPECIFICATION

Gateley / LEGAL

POSITION:	Site Set Up Solicitor
LOCATION:	Leeds, Birmingham & Guildford
CONTRACT TYPE:	Permanent

The *role*

The successful candidate will have a proven background in site set working on both freehold and leasehold schemes.

Experience across consortium sites, mixed use sites and varying management schemes would be of use. The skill set also needs to include having acted and negotiated infrastructure agreements.

Technical experience acting for housebuilders on their major new build developments essential. The successful candidate will need to be able to work with minimal supervision, manage their own time, administration and develop and maintain client relationships.

A regular office presence will be required but provides flexibility for an agile home working arrangement.

The *team*

The team has a national presence through the Birmingham, Guildford, London and Leeds offices. We act for all top ten house builders and eighteen of the top twenty house builders, our whole team are incredibly specialist and has an enviable national reputation.

The work we carry out comprises of three key elements; Land acquisition work, Set up work and Plot Sales. The Partners encourage a supportive team environment where supervision is always available, and members can seek advice and further their knowledge from others. We also work closely with the Planning, Construction and Tax teams.

The *person*

Personality fit is going to be critical for this role and our successful candidate will be a very personable and confident individual who has excellent administration skills. She/he will also demonstrate the following attributes:

- Technical site set up experience
- Experience in buying or selling properties
- Excellent commercial acumen
- Good communication skills
- Ability and willingness to learn
- Attention to detail
- Organised with time and documents
- Ability to prioritise

- Personable with clients
- Proactive personality
- Able to assist more junior team members
- Works well under pressure
- Adaptable to working climate
- Good IT skills
- Discretion and professionalism

The *benefits*

With support, coaching and feedback from some of the most engaging colleagues around our great development and progression opportunities will reward your commitment and loyalty. We offer a competitive remuneration package where you'll be rewarded for your individual performance with an opportunity to receive an annual bonus.

In addition, we have a wide range of learning and development opportunities via our Learn platform to develop new skills and progress your career. Our My Flex comprehensive rewards package includes options covering annual leave (and the benefit of purchasing extra days), cycle to work, critical illness benefit, employee assistance programme, group personal pension, health care, season ticket loan and many more benefits (grade dependent). Finally, with Perks At Work/Home you can select a host of retail benefits that suit your needs alongside a Community Online Academy, free courses for all from fitness to coding to languages to hip hop dance.

We are *Gateley*

We are forward thinking and straight talking, our approach is to find solutions to the problems that our clients face. Gateley is a legal and professional services group, we are a group of formidable experts in all areas of law and business. Passionate problem solvers, we get our kicks from finding the right answers and getting our legal and business clients where they need to be. We support more than 5,700 active clients, ranging from FTSE 100 companies to private individuals, in the UK and beyond. Being part of Gateley is not just about the expertise that you bring; it's about attitude too.

The 'Gateley Story' is the story of our people and our culture. It is what has got us to where we are today as a successful business and it's the driving force behind the Gateley Team Spirit and the values that have shaped it. We have a set of shared internal values that capture what the Gateley Team Spirit is and this includes five elements that bind us all together as one Gateley: Ambitious for Success, Forward Thinking, Room to Breathe, Trusted to Do and Working Together. Every year across the group, we recognise members of our team that have gone above and beyond and have lived these shared values. They are recognised at our annual Gateley Team Spirit awards.

Diversity, inclusion and well being

Diversity, inclusion and well being is an important part of Gateley's culture and values. We recruit talented people from a diverse range of backgrounds and cultures, providing equal opportunities for all to join our team regardless of age, sex, race, sexual orientation, disability, or culture.

We create an exciting and rewarding place to work that aims to fulfil everyone's potential and together to achieve personal and business goals. We offer flexible working patterns to help our staff achieve a good work/life balance and we encourage candidates seeking flexibility in their next role to apply for any of our vacancies.

We are proud to have been recognised by The Law Society as gold standard for our Diversity and Inclusion Charter and to be Stonewall Diversity Champions.

Additional Information

If you are successful in receiving an offer of a role with our company a variety of pre-employment screening checks will be completed. Our screening checks can include but are not limited to your eligibility to work, professional and academic qualifications, any criminal records, your financial stability and references from previous employers. The screening that takes place will be relevant to your role and will vary from role to role.



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