

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 around a table. A woman with blonde hair is visible in the background, and a man is in the foreground, seen from the side, looking towards the speaker. A small potted plant sits on the table.

Forward thinking
Straight talking

Residential Conveyancer

JOB SPECIFICATION

Gateley / LEGAL

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|-----------------------|-------------------------|
| POSITION: | Residential Conveyancer |
| LOCATION: | Birmingham |
| CONTRACT TYPE: | Permanent |

The *role*

We have a rare opportunity for an experienced residential conveyancer to work on a permanent basis within the part exchange team of our residential development unit in Birmingham. This role would suit a residential conveyancer with at least five years' experience of running a caseload of general residential property. It is fundamental that you can run a transaction from initial instruction, completely unaided and have experience of conveyancing of both leasehold and freehold properties.

The successful candidates will be responsible for dealing with a wide range of transactions including unregistered properties bought and sold by way of part exchange by national housebuilders as part of their plot sales procedure. This conveyancing role will involve drafting and sending out conveyancing paperwork, dealing with pre-contract enquiries, reviewing and reporting on title and searches, negotiating and exchanging contracts and dealing with completions. It will also include necessary post-completion formalities, including SDLT and Land Registry registrations. No experience of part exchange or plot sales is necessary.

Our clients require these transactions to be dealt with quickly and efficiently. The caseload will reflect these quick turnaround times.

The *team*

We are the leading residential development and urban regeneration legal team in the country acting for 18 of the top 20 UK housebuilders, institutional landowners such as Oxford University and other large-scale sector participants.

The team, which is over 240 strong and is based in 8 of our offices across England, operates within Gateley Plc's Property Platform. This Platform comprises over 700 lawyers, surveyors, engineers, architects, accountants and support staff who provide a unique cross-disciplinary service delivery to our wider property client base.

The *person*

The candidate will demonstrate a genuine desire to be part of a rapidly growing team, enthusiasm and the drive to continue learning and be actively involved in business development activities. This role will ideally suit a Senior Associate who has previous experience working in a corporate lending and acquisition finance banking team but we would also consider someone with other transactional banking and finance experience who would like to make a transition.

Candidates will be able to demonstrate the following attributes:

- Five years' residential conveyancing experience
- Excellent commercial acumen
- Good communication skills
- Team player

- Ability and willingness to learn
- Attention to detail
- Organised with time and documents
- Ability to prioritise
- Proactive approach towards work
- Good IT skills
- Discretion and professionalism

The successful candidate will have their own workload, be able to work with minimal supervision, manage their own time and work well under pressure.

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 and 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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