

*Forward thinking*  
Straight talking



# *Legal Secretary*

JOB SPECIFICATION

Gateley / LEGAL

<b>POSITION:</b>	Legal Secretary
<b>LOCATION:</b>	Guildford
<b>CONTRACT TYPE:</b>	Permanent

## The *role*

As a Legal Secretary within our esteemed Residential Development team in Guildford, you'll play a pivotal role in ensuring the seamless operation of Plot team. Here's a concise overview of your responsibilities:

1. **Diary Management:** You'll expertly handle diaries, appointments, and deadlines, ensuring impeccable coordination for our fee earners and Partners.
2. **Drafting Support:** Your adeptness with legal documentation will shine as you assist with drafting SDLTs, applying for OS1s, and preparing SIMs.
3. **Contract Administration:** You'll assemble contract packs and bundles that will facilitate smooth transactions for our clients.
4. **File Organisation:** Efficient file management will be your strength. You'll be the key to the team's efficiency.

You'll work closely with one of our leading Residential Development Partners and Head of Office, Louise Paterson. Alongside her duties as a Partner, Louise' Head of Office role involves day to day operational work as well external events to promote the Gateley brand within the local area. You will play a vital role in supporting Louise by efficiently managing administrative tasks and ensuring smooth operations for the Guildford office.

## The *team*

Our Residential Development Unit isn't just a team, it's a market leader. With over 170 specialist fee earners, we collaborate with all the top 20 housebuilders in the UK and 18 of the top 20. Our plot hubs in Leeds, Birmingham and Guildford handle approximately 4000 plot sales per annum. It's a dynamic environment where legal excellence thrives.

## The *person*

We're seeking someone who embodies professionalism and efficiency:

- Experience: You've navigated similar roles, understanding the nuances of legal support.
- Diary Management: Your calendar skills are top-notch – you orchestrate schedules seamlessly.
- Interpersonal Skills: Clients and colleagues appreciate your charm and diplomacy
- Typing Confidence: Your keyboard prowess ensures accurate and swift communication
- Case Management Familiarity: You have experience of working with case management systems and making them work in your favour.

## 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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