



# Litigation Lawyer/Solicitor

Job description and person specification



## Job description – Litigation Lawyer/Solicitor

Reporting to the Principal Solicitor

### Work Location:

This role is hybrid with a requirement for at least 1 day per week in one of the Housing Plus Group's Offices. This day is not fixed and the need for more regular attendance at the office may be necessitated by the requirement to attend court.

### Summary of role:

This role assists the Legal Services Manager and Principal Solicitor in the provision of a comprehensive litigation service to in-house colleagues, which enables the operational delivery of the following organisational priorities:

- Delivering more for our customers
- Having the capacity to build more homes
- Being a great place to work for our colleagues
- Being a financially resilient business
- Being a key influencer in the region

The role has responsibility for role modelling and embedding our valued behaviours, and supporting the wider business to develop a positive, inclusive and engaging culture:

- Own it – Make it happen
- Improve it – Move things Forward
- Live it – Show understanding and compassion

### Key areas of responsibility:

- To undertake, maintain and be responsible for a personal and varied caseload including debt recovery, rent possession claims, complex breach of tenancy and anti-social behaviour matters (including Fast Track and Multi-Track claims), public liability claims and housing disrepair for the Wrekin Housing Group Limited ('the Group') and any subsidiary of the parent company, Housing Plus Group Limited ('HPG').
- To be responsible for litigation affecting the Group and/or other subsidiaries of HPG including preparation of court documents, interviewing witnesses and drafting witness statements, ensuring compliance with legislation and the Civil Procedure Rules.
- To undertake advocacy where appropriate.
- To instruct and liaise with external Solicitors or Barristers where required.
- To assess claims and advise on liability and/or quantum as appropriate and to negotiate settlements when instructed and authorised to do so.
- To provide advice and where necessary training at all levels in the organisation on all matters relating to landlord and tenant/housing law and litigation affecting the Group and/or any subsidiaries of HPG.
- To write prepare and present reports to the Executive Management Group and as and when required.
- To support and assist with the development and delivery of relevant strategies and policies.

- To be involved in the recruitment and development of team members, in particular providing support and training to junior members of the team and any apprentices in post.
- To assist in other areas of law and practice as and when required by the Principal Solicitor/Legal Services Manager, including but not limited to:
  - Contract
  - Conveyancing (commercial and residential)
  - Company law

**Additional responsibilities:**

- **Health and Safety:**
  - In order to maintain a safe working environment, keep yourself and others safe, maintain a positive safety culture you will be aware of and adhere to the Health & Safety Policy, in particular paragraph 5.15.
- **Data Protection:**
  - To follow the Data Protection principles in all work activity
  - To attend any training specific to the role regarding GDPR

*No job description can be entirely comprehensive and the jobholder will be expected to adapt and carry out such other duties as may be required from time to time, on the understanding that they will be within the individual's remit and capability, and consistent with the status and responsibilities of the role within the organisation.*

**Person Specification**

**What do I need to be successful as the Litigation Lawyer/Solicitor?**

- A team working ethos with exceptional collaboration skills which motivate and inspire.
- The ability to communicate, support the organisation's priorities, culture and purpose.
- The ability to devise, contribute or encourage new ways of working in times of transition. Be consistently positive about new ideas and learning.
- A sound understanding of the challenges facing the housing sector and the regulatory and legal frameworks we operate within. Ensure that business risks are identified, discussed and managed.
- A strong commitment to Equality, Diversity and Inclusion.
- The ability and experience to contribute to any governance or regulatory issues which the organisation may encounter.
- The ability to work at pace to meet objectives whilst striving for quality and paying attention to detail.
- The skills to negotiate and influence, with ability to apply different techniques to varying situations.
- The ability to communicate complex information in a concise and accessible way to a variety of audiences.

**Additional specialist skills and qualifications to be successful in this role:**

**Qualification:**

- Solicitor or Chartered Legal Executive with evidence of continuing professional education (Essential)

**Skills:**

- Proficient in the use of Microsoft Word, Microsoft Excel and Adobe and generally computer literate (essential)
- Experience of litigation and advocacy (desirable)
- Experience in some of the following disciplines: housing law, landlord and tenant law, public law, company law, commercial law (desirable)
- Previous experience with a local authority or Registered Provider of Social Housing (desirable)
- Good drafting skills, with focus on statements of case and witness statements (desirable)

**Training and Development:**

In line with our Group values 'Own it, Improve it, Live it' you will receive a role specific training plan to support you in the role of Litigation Lawyer/Solicitor.

You will be required to complete continuous professional development, to further support your role and the Group.