



Role Profile

June 2019

Job Title:	Disrepair Solicitor
Reports into:	Director of Governance, Compliance and Legal
Department / Location:	Finance & Governance / Olympic Office House, 8 Fulton Road, Wembley, HA9 0NU
Role Purpose:	<ul style="list-style-type: none">• To provide advice and undertake casework relating to all aspects of disrepair.• To draft legal proceedings as instructed and carry out own advocacy (excluding trials) in Greater London and in any area within which Network Homes Limited operates.• To prepare and provide training as required on disrepair issues to colleagues.• Prepare policies, procedures and precedents in respect of housing management and landlord and tenant law as they relate to disrepair.• To support the team and undertake duties as required, assist and advise the business on providing an effective service that meets customer needs and business objectives.

Key Responsibilities and Accountabilities

- To work as a solicitor providing legal advice and assistance to staff on all aspects of disrepair and to carry out legal transactions on behalf of Network Homes Limited as required.
- Represent Network Homes Limited in court, at hearings, at meetings and in correspondence with legal advisers and others in any area within which Network Homes Limited operates.
- Instruct and brief counsel as necessary.
- Produce reports as required, attending Committees/Board and other meetings as required as a legal adviser, including evening meetings.
- Undertake all aspects of a disrepair legal case including liaising with cost draftsmen, arranging and overseeing the payment of costs, raising invoices and updating and maintaining the Legal Department Database.
- Ensure that the legal work is carried out with the utmost efficiency achieving value for money.
- Provide effective training for staff on disrepair related law and procedures as necessary.
- To act as an ambassador for Network Homes Limited, speaking at events as necessary and ensuring that enquiries and complaints on legal matters are properly answered, dealing with them personally when necessary.
- To oversee and supervise the work of other fee earners as appropriate.
- Participate in team, departmental and corporate project and planning processes as required.

Standard Responsibilities

Adopt and comply with Network values, policies and procedures, and regulatory frameworks including:

- Code of Conduct
- Health & Safety
- Data Protection, privacy and use of IT resources
- Regulatory standards and probity
- Risks and internal controls framework
- Human Resources policies and procedures
- Equality and diversity

No role profile can cover every issue which may arise within the post at various times. The post holder is expected to carry out other duties from time to time, which are broadly consistent with those described. Duties may be changed, after discussion, to suit the operational requirements of Network Homes Limited.

Person Specification

Education

- Admission as a Solicitor of England & Wales

Knowledge and Skills Required

- Professional understanding of disrepair.
- Understanding of the responsibility of other agencies (e.g. Environmental Health Officers, Social Services, Police) in respect of the parties to a dispute.
- Excellent interpersonal skills, and the ability to communicate effectively verbally and in writing with colleagues, tenants, court personnel, external agencies and tenants' organisations
- Able to contribute to the development and review of Policy and Procedure regarding housing management matters.
- Ability to exercise good judgement on when to settle and when to proceed on individual cases.
- Ability to meet deadlines and plan and deliver a range of different activities
- Ability to write and present reports to Officers and Committees.
- Ability to validate information and demonstrate attention to detail
- Excellent administrative skills to deal with a diverse workload and ability to organise and prioritise his/her own workload.
- Excellent IT skills across all core programmes and applications, including legal case management systems, including Microsoft Word and Excel packages and ability to be self servicing.
Able to extract statistical data from records for monitoring purposes
- Excellent customer focus and a genuine desire to achieve excellence in all areas of responsibility
- Commitment to equality and diversity

Experience Required

- Post qualification experience in disrepair legal cases, including maintaining their own disrepair caseload.

Additional Information

- Available to work evening meetings and weekends when required
- Able to travel as and when required

Organisational Competencies

We want to make Network a great place to work and a great organisation that really delivers for its customers. Our HART behaviours are designed to guide how we work, every day. Everyone within the organisation is expected to demonstrate the four HART behaviours:-

Hungry - we want to do more and do it better

- I am self-motivated, work hard and want to succeed
- I make things happen
- I think creatively to find solutions and get results for customers and colleagues
- I want to help Network achieve its goals

Accountable - we take responsibility and get things done

- I have a disciplined approach to work; I do what I say I will do
- I try hard to get things right first time
- I have a 'can do' attitude
- I think carefully about my work and how we could improve for the future
- I don't believe it's 'someone else's problem'

Respectful - towards our customers and our colleagues

- I arrive on time and fully engage in meetings
- I answer ringing phones and respond quickly to customer and colleague messages
- I work hard to communicate well with customers and colleagues, even if things take a bit longer as a result
- I make myself available and aim to be easy to work with

Together - one team, working towards common objectives

- I understand Network is one organisation and I actively promote a 'one team' culture
- I work well with people across Network to ensure customers only need to make a 'single ask'
- I welcome contact and input from colleagues in all parts of the business
- I welcome opportunities outside my team role to contribute to improving the business

