

## ROLE PROFILE

<b>ROLE TITLE</b>	Conveyancer/Solicitor
<b>DEPARTMENT</b>	Governance
<b>DIRECTORATE</b>	Orbit Group Limited – Chief Executive
<b>RESPONSIBLE TO</b>	Deputy Company Secretary
<b>RESPONSIBLE FOR</b>	The various legal transactional work required by the business.

<b>ROLE PURPOSE</b>	<i>One or two sentences giving a simple statement of why the role exists</i>
To provide support to the business, predominately the Governance and Homeownership Teams in the operation and continuous improvement of the Group's legal services functions.	

<b>ACCOUNTABILITIES / RESPONSIBILITIES</b>	<i>Statement of the main areas of accountability and responsibility</i>
<ul style="list-style-type: none"> <li>• To work with the Group Company Secretary and Deputy Company Secretary to deliver a quality in house conveyancing service.</li> <li>• Supported by the Legal Services officer, to work with the Homeownership Team to process the following transactions from start to finish : -             <ul style="list-style-type: none"> <li>• Shared ownership Leases. Including staircase tranches and 100% purchase</li> <li>• Lease Extensions</li> <li>• Assignment of Leases</li> <li>• Right to Buy and Right to Acquire transactions</li> <li>• Redemption of Equity Loans</li> <li>• Licences</li> </ul> </li> <li>• To provide guidance/training to the Homeownership Team on routine matters</li> <li>• To assist the Homeownership Team with solicitor enquiries</li> <li>• To assist the Homeownership Team with Leaseholder enquiries</li> <li>• To assist the Homeownership Team with service charge queries</li> <li>• Assist the Governance team with title and other property queries with the Land Registry</li> <li>• Assist with the overall monitoring of the Legal Services Panel</li> </ul>	

<b>KNOWLEDGE/SKILLS/EXPERIENCE/PHYSICAL REQUIREMENTS</b>	<i>The tools needed to do the role</i>
Essential	<ul style="list-style-type: none"> <li>• Must be either a qualified residential fully qualified Licenced Conveyancer or fully qualified Legal Executive or property solicitor</li> <li>• Must be at least 3 years post qualification</li> </ul>

	<ul style="list-style-type: none"> <li>• Must be familiar with the types of transactions detailed above</li> <li>• Must have experience of coaching others</li> <li>• Good written and verbal skills</li> <li>• An active interest in setting high standards of customer service</li> <li>• Ability to manage own caseload</li> <li>• Work with others to actively improve the customer experience</li> <li>• Aim for continuous improvement across services</li> </ul>
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Orbit is an Equal Opportunities Employer and all staff are required to read and adhere to Group and local policies and procedures relating to Equality and Diversity

Orbit requires all employees to read and adhere to Health and Safety policies and procedures

Orbit requires all employees to read and adhere to all Orbit policies and procedures and Standing Orders.

Signed by Employee		Date	
Signed by Manager		Date	