

JOB DESCRIPTION

Job Title:	Apprentice Legal Administrator
Directorate:	Finance
Reports To:	Senior Legal Officer
Direct Reports:	-
Overview of the role:	This role will assist members of the Legal Team in the provision of in-house legal services relating to all aspects of property securitisation, treasury management generally and disrepair. You will support and provide assistance to the Legal Team to meet its objectives across a wide range of legal areas while ensuring that matters are dealt with in a timely manner. You will also undertake office based administrative functions to support the delivery of an in-house legal service as part of the Legal Team.

Key Responsibilities	Key Tasks
Core tasks and outputs	<ul style="list-style-type: none"> • Assist in the maintenance of an organisational culture that supports the delivery of the Treasury Team's objectives. • To provide administrative assistance to members of the Legal Team in connection with the mortgaging of properties to facilitate the Group's financing • To assist members of the Legal and Development Teams so as to maximise the value of assets as collateral for borrowing. • To provide assistance to members of the Legal Team in respect of any legal services related matters • Assist members of the Legal Team with the provision of legal advice to colleagues on restrictions on title, boundary disputes, rights of way and maintenance obligations. • Assist members of the Legal Team and the Treasury Team generally to ensure that the Groups asset databases are kept up to date. • To provide administrative assistance on land disposals to enable completion of land disposals. • To provide relevant legal documentation to the Platform Homes Team for shared-ownership resales including the preparation and completion of Deeds of Covenant and Certificates of Compliance. • Assist the Senior Legal Officer in dealing with enquires from the Housing and Asset Management Teams as required, for both property and disrepair matters. • Maintaining the disrepair register as necessary.

	<ul style="list-style-type: none"> • Update and maintaining property transaction trackers as required and providing data to assist with accurate reporting. • Assist with the legal department's use of the data archiving system, as required, to track all retrieved documents until being returned to restore. Ensure restore registers are maintained as necessary. • Carry out post, filing and administrative duties as required. • To assist with diary management and scheduling regular check in meetings with internal teams where required. • Check internal post addressed to the Legal Team, scanning the same to the appropriate team member and general filing • Provide an effective service to enable colleagues to provide an appropriate level of customer service. • To ensure that, where appropriate, maximum use is made of information technology systems within the department. • To be aware of and comply with the requirements of relevant policy documents and statements. • To be aware of and as appropriate apply the principles of value for money and risk management at a level commensurate with the responsibilities of the post. • To be responsible for health and safety and welfare of yourself. Follow health and safety procedures at all times. • To promote equality, diversity and inclusion in the workplace. • To comply with the Group's Code of Conduct and the relevant regulatory frameworks established by our regulator. • To ensure the confidentiality of information and adherence to data protection requirements in respect of your work at all times. • To ensure accurate data is entered onto computer systems at all times and, where appropriate, complies with the requirements of the group data quality standards. • The duties and responsibilities detailed above are not an exhaustive list and the post holder will be expected to undertake any other duties appropriate to the post as necessary or as directed.
Financial Management	<ul style="list-style-type: none"> • Raising purchase orders and checking invoices as required. • Updating and maintaining financial records as required to enable accurate reporting. • Requesting invoices for legal works carried out by the Legal Team for payment by external parties. • Assisting the Head of Legal with queries relating to the use of the Company Credit Card.
Communication	<ul style="list-style-type: none"> • Liaise with members of the Legal Team and the wider business as appropriate. • Liaise with external parties as required.
Innovation	<ul style="list-style-type: none"> • Support and assist in driving forward continuous business improvement and change initiatives. • Work collaboratively with other teams to deliver effective growth and continuing success of the business.

The duties and responsibilities detailed above are not exhaustive and the post holder will be expected to undertake any other duties appropriate to the post as necessary or as directed.

Apprentice Legal Administrator Specification

Qualifications	
Has 5 GCSEs (or equivalent) including Maths and English at Level 4/ Grade C or above	E
Has some understanding of legal practice or has a legal qualification or a desire to study for the same	D
Experience of working in an office environment (ideally legal)	D
Experience	
Carrying out administrative functions	D
Knowledge / Experience of drafting simple (legal) forms and letters	D
Personal Skills/Qualities/Knowledge	
A strong personal commitment to the vision and values of the Group	E
A commitment to quality, customer service, best practice and value for money	E
A commitment to working with others to achieve shared goals	E
Highly motivated with a commitment to personal development	E
Experience of problem solving and decision making	D
Strong organisation skills, including the ability to meet deadlines	D
Excellent communication skills	D
Competent ICT skills (Word, Excel)	D
Customer Focused	D
Drive to gain greater knowledge/experience of legal theory and practice	D
Other Requirements	
Flexibility of working hours to meet deadlines as necessary	D
Driving licence and use of own vehicle	D
Flexibility to undertake site visits and attend other Group offices	D

* E = Essential criteria / D = Desirable criteria