



Job title	Legal Advisor
Department	New Build

Job Purpose and Overview

The main purpose of the Legal Advisor role is to take responsibility for a caseload of files, whilst providing excellent client service and the management of completion targets.

Key tasks and Accountabilities

- Managing a caseload of New Build residential property transactions, including freehold and leasehold purchases
- Reviewing and reporting on contract packs including title, plans, estate documentation, planning agreements, warranties and developer documentation
- Taking responsibility for reviewing development documentation at the outset and raising initial enquiries to ensure matters are addressed early in the transaction.
- Checking searches, mortgage offers and Help to Buy/other scheme documentation (where applicable)
- Reporting comprehensively to clients on new build contracts, longstop dates, completion on notice and developer deadlines
- Working proactively to meet tight exchange deadlines, often within 28-day timeframes
- Liaising regularly with developers, site sales teams, agents, mortgage lenders, brokers and Solicitors to ensure smooth progression
- Providing an outstanding client experience, ensuring buyers feel informed, reassured and confident — particularly where new build processes differ from standard conveyancing
- Using innovative Case Management systems effectively to manage workflow and maintain best practice
- Keeping up to date with legislation and industry developments affecting new build property and sharing knowledge within the team

Experience

- 2-3 years' experience in conveyancing field, ideally in New Build
- Strong working knowledge of the conveyancing process
- Experience liaising with clients and third parties in a professional and timely manner
- Proven ability to manage matters independently with minimal supervision whilst maintaining accuracy and attention to detail
- A strong focus on customer service, with a natural ability to build rapport and provide empathy, respect and a responsive experience for clients.
- Comfortable working under pressure, managing deadlines, and prioritising workloads
- Understanding of relevant compliance and regulatory requirements, including AML procedures



- Proficient in legal case management systems and Microsoft Office

Skills & Attributes

- Self-motivated with the ability to motivate others
- Strong problem-solving skills
- Excellent communication and interpersonal abilities
- Ability to work collaboratively within a team environment
- High attention to detail and commitment to quality
- Positive, approachable, and supportive
- Resilient under pressure with a can-do attitude and a focus on solutions
- Passionate about delivering great client service
- Able to work independently and collaboratively within a team
- Show commitment to our core values and work with these on a daily basis, both demonstrating them in the way you approach the role but also promoting them to colleagues
- Confident advising clients on risks relevant to their transaction