

Legal Disrepair Works Coordinator

Grade

E

Head of Asset Strategy & Planning



Legal Disrepair Manager



Snr Paralegal



Paralegals



RICS Surveyor



Legal Disrepair Works Coordinator

Department

Asset Strategy & Planning



Legal Disrepair Team

Role Overview

The role is for a specialized Legal Disrepair Works Coordinator with the requisite CPR 35 knowledge & experience to

- Coordinate with both internal and external contractors in order to comply with Scott schedule timetables
- Provide Witness statements
- Manage and confirm the quality of the works.
- Provide evidence in chief
- Assist the RICS Surveyor
- Assist the Legal Disrepair team with case updates and position statements
- Provide unbiased opinions on matters within their expertise.

RESPONSIBILITIES

- To actively seek information from customers, colleagues and contractors in order to manage information & expectations appropriately.
- To actively resolve case problems, and to escalate issues where necessary to prevent problems occurring and be clear about objectives and expectations required to do a good job.
- To work closely with the RICS surveyor and the legal disrepair case handlers & team to ensure identified remedial works are completed, as set out in the Scott schedules and to report to the paralegal case handlers any issues that may arise.
- To have the requisite knowledge required to comply with all relevant legislation, policies, procedures and /or rules to ensure compliance.

Our values



Honest & Reliable

We are authentic, open and dependable; and we do what we say we'll do.



Caring

We show kindness and consideration to our customers and each other.



Respectful & Fair

We listen to people, and strive for equity and inclusivity in all that we do.

Through our **passion** for housing, more **people** have a **safe** place to call **home**

- To attend on site on a regular basis to check upon the works progress and the standards of work to ensure that all works are completed to the requisite standards.
- To be responsible for ensuring that all legal reports, documentation, data and supporting evidence etc, is properly collated in the required format and presented to legal disrepair case handler, team within the legislative timescales

To manage contractors effectively to ensure that all identified defects within the property are completed and take ownership to deliver and make unbiased decisions to improve performance and the service.

To examine complex information and obtain further information and instruction, where required, in order to make the best decisions and to complete all remedial works.

To communicate with the legal disrepair team regularly and to provide accurate information and obtain advice and instruction on how to proceed as and when required.

To attend the regional Courts, as and when necessary, in order to provide the Court with Witness evidence.

To undertake additional duties appropriate to the role and / or grade

STRENGTHS

- Be able work closely with a small team of Paralegals and Surveyors to deliver an integrated approach, delivering our key business objectives and targets.
- Demonstrable ability to effectively engage with business stakeholders within the organisation
- Clear and articulate communication skills, both written & verbal
- Have excellent IT skills with proficiency in Microsoft Office
- Have the ability to work autonomously with minimal supervision
- Have excellent relationship building skills

ESSENTIAL REQUIREMENTS

- ✓ Knowledge of CPR 35 expert building surveys and Scott Schedule reports.
- ✓ Have proven experience of preparation of managing contractors to effectively remedy defects.
- ✓ To regularly inspect the standards of works and compliance with the completion time frames for the repairs.
- ✓ Have experience across both commercial and residential property matters.
- ✓ GCSE Maths and English (or equivalent) MCIOB, MRICS / FRICS
- ✓ Be able to assist the court by providing objective, unbiased opinions on matters within their knowledge and expertise of the matter at hand.

BENEFICIAL TO THE ROLE

- ✓ Eg Full UK Driving License
- ✓ Use of own vehicle
- ✓ Social Housing experience
- ✓ Experience of working to CPR35 survey reports
- ✓ Working towards MRICS / FRICS qualification
- ✓ Additional relevant Building industry qualification

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