

Paralegal

Grade

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Head of Asset Strategy & Planning



Legal Disrepair Manager



Snr Paralegal



Paralegal



RICS Surveyor



Legal Disrepair works Coordinator

Department

Asset Management



Legal Disrepair Team

Role Overview

We are looking for a talented, self-motivated and driven individual to join our internal litigation team dealing with both defendant & claimant litigation. Someone who has;

- Experience of case handling a large litigation workload.
- Experience and knowledge of relevant Housing legislation, whether as a claimant or defendant advocate.
- Excellent time management organisational, administrative, and clerical skills.
- Experience at legal research
- Experience of dealing with multi complex litigation
- Experience of drafting witness statements, Injunction applications.
- Have the knowledge or experience of instructing Counsel
- Experience of representation at regional Courts.

RESPONSIBILITIES

The role is to defend litigation proceedings on behalf of Your Housing Group Limited, in order to minimise legal financial loss, negative PR & reputational harm, through effective case management and understanding of methodologies for assessing and dealing with complex litigated disrepair claims.

You will have a proven record of working independently on your own litigation and / or similar case load without the need for close supervision and will have excellent legal drafting skills on various Court documents / Injunctions / witness statements / instructions to Counsel.

Our values



Creating more places for people to thrive and be recognised as a sector leading landlord

You will have the ability to identify emerging threats and / or risk trends in order too proactively defend matters, as a case lead on behalf of Your Housing Group.

You will ensure that case processes for defending litigation claims brought against YHL are fully compliant with relevant Pre action protocol for Housing claims (England) and all legislative & Statutory requirements & protocols.

You will have previous knowledge and understanding of all statutory legislation obligations and duties placed upon Your Housing Group Limited, both legislatively, regulatory and contractually as contained within tenancy agreements.

You will have knowledge, and experience acting whether as a claimant or defendant litigator. You will be experienced in drafting legal instructions as may be necessary and have general knowledge and experience of all aspects of UK legislation.

You will be able to provide legal advice and guidance to colleagues as necessary within Your Housing Group Limited, on case numbers, cost analysis, sector profiling, and legal outcomes on all aspects relating to service provision.

You will advocate on behalf of Your Housing Group Limited within legal proceedings and will have the ability to lead and to act as a colleague contact between interdepartmental teams in order to collate evidence, provide support and training to colleagues to minimise Your Housing Group Limited's exposure risk.

You will deliver the highest possible service provision and spot opportunities for development and enhancement of current services.

You will demonstrate strong considered, decision-making skills and will have experience of negotiating with all levels of the Judiciary, external organisations, claimant solicitors, barristers, and third-party agencies or similar and have the ability to influence the decision-making process.

You will hold or be seeking to work towards degree or equivalent, LPC or CILEX CPQ degree level qualification.

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STRENGTHS

- Have experience of litigation case handling whether as a claimant or defendant litigator
- Have excellent analytical fact-finding skills, oral & legal communication skills, and be IT literate having a basic knowledge of the Office Suite.

- Have the skills and ability to effectively engage with business stakeholders both within and outside the business.
- Have clear and articulate communication skills and be able to provide case data statistics and trend forecasts to line management.
- Have the skills and ability to work autonomously with minimal supervision
- Have excellent analytical and personal relationship building skills

ESSENTIAL REQUIREMENTS

- ✓ Have experience and knowledge of relevant legislation affecting the Social Housing sector.
- ✓ Have experience of multicomplex litigation whether as a claimant or defendant litigator with experience of all general areas of litigation, such as ASB, Injunctions, Possession.
- ✓ Have experience demonstrating leadership and motivational skills to advise others whilst leading on critical situations and matters.
- ✓ Have knowledge and previous experience of contract law with the ability to work alone and someone who works well within a team environment.
- ✓ Hold a full UK Driving licence & have use of own vehicle
- ✓ Have previous experience of working within a fast-paced dynamic organisation requiring critical decision-making processes to achieve successful outcomes

BENEFICIAL TO THE ROLE

- ✓ Have experience of working with or within the social Housing sector
- ✓ Be able to work autonomously and with minimal supervision
- ✓ Have excellent time management & analytical skills
- ✓ Have experience of advocacy whether as a claimant or defendant advocate
- ✓ Be working towards or seeking to work towards a law degree or equivalent CILEX CPQ level qualification
- ✓ Be a team player with the desire to be the best in this area of litigation.

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PRIDE

CREATIVITY

ACCOUNTABILITY