

Company Solicitor

Applicant Information Pack



Alternative formats

If you require this document in an alternative format, such as large print or a white or coloured background, please contact our Communications team.



unitedwelsh.com/contact



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About Us

United Welsh is an award-winning not-for-profit organisation providing homes and related services in South Wales. We are passionate about building homes, creating communities and transforming lives.

We look after over **6,700 homes** for people across **11 local authority areas**, and our services help thousands more in our communities.

Helping people to live happily and in good health is important to us, and we are proud to have been named fifth best landlord in the UK.

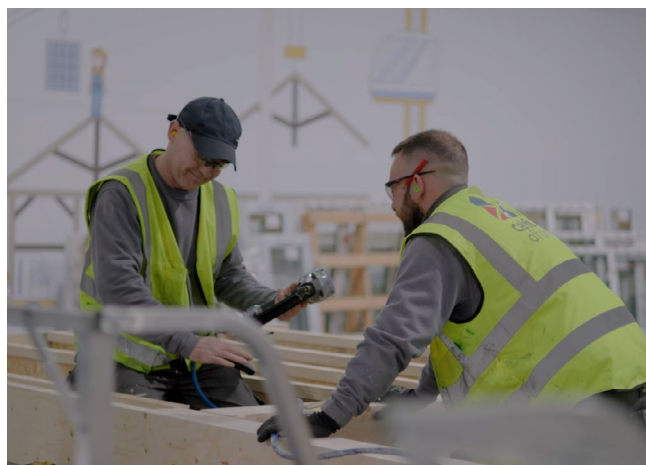
We have a new building programme that is worth around **£55m** each year and in the next five years, we intend to build **1,300 more homes**.

We are ambitious about how we can help people to live their best lives, working with a range of partners including local and national government and the NHS to give people choice; tackling poverty, improving wellbeing and playing our part in ending homelessness.

The Group includes our repairs and maintenance service Celtic Horizons; timber frame home manufacturer Celtic Offsite and Harmoni Homes Ltd, which builds affordable homes and homes for sale.

With over **400 employees** and a turnover of over **£40m**, we are an ambitious organisation with a strong sense of social purpose.

Life at United Welsh centres around our culture. We live by our values which connect us and inspire us, guiding our strategies as well as the decisions we make day to day.



Group structure

United Welsh

**Celtic Horizons
Ltd**

**Harmoni
Homes Ltd**

Developing homes for
United Welsh

**Celtic
Horizons**

Asset
Management

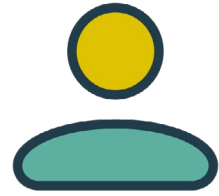
**Celtic
Offsite**

Timber frame
factory

The Celtic Horizons asset management service for United Welsh is delivered in partnership with Mears Ltd



Job Profile



Company Solicitor

Reporting to

Executive Director of Development, Assets and Sustainability

Broad purpose of the post

We have an exciting opportunity to join United Welsh as our Company Solicitor.

We are looking for a qualified Solicitor with experience in social housing law to provide expert in-house legal advice and support on all aspects of property and land law, using this knowledge to support teams with legal queries to minimise risk and ensure compliance.

You will also manage and oversee a wide range of property-related matters, from planning enquiries to acquisitions, leases, and sales. You will also source specialist legal advice by building relationships with external solicitors, and support junior legal and governance staff.

- Permanent, full-time (35 hours)
- £62,463 per annum
- Closes Monday 11th August, 12pm (midday)
- Interviews 19th/20th August

Key Accountabilities



1. Legal advice and support

- Provide expert legal advice and support on all aspects of property and land law
- Ensure compliance with relevant constitutional, legal and regulatory frameworks governing housing associations in Wales
- Report to Executive and/or Senior Leadership Team in relation to existing or emerging legal risks to the business
- Support teams with legal queries to minimise risk and ensure compliance
- Assist with execution of legal documents in line with governance protocols

2. Property and land transactions

- Manage and oversee a broad spectrum of property-related matters, including acquisitions, sales, disposal, leases, conveyancing, easements and planning enquiries
- Support land and property development projects, including planning and Section 106 agreements
- Draft, review and amend legal documents, including contracts, agreements (including s106, SAB, etc) and transfer deeds for land, property and development-related transactions

- Conduct detailed due diligence and property searches to identify potential issues
- Prepare reports on title

3. External legal liaison

- Manage relationships with external solicitors and assist in sourcing specialist legal advice
- Review communications and documentation with external legal providers
- Liaise with Welsh Ministers in relation to consents, sureties and other legal requirements

4. Leadership and development

- Manage and support junior legal / governance staff
- Develop the skills of internal officers across the organisation to enhance their understanding of property law and related issues

5. Strategic and operational projects

- Assist with strategic legal projects and contribute to business planning
- Monitor legal budgets and performance metrics
- Support with legal advice across the business on housing management, contracts, leasehold, shared ownership, and property matters.

Personal Requirements

Essential

- Qualified Solicitor (minimum 5 years' PQE England and Wales)
- Experience in social housing law (in-house or private practice)
- Experience advising on legal issues with a commercial and practical focus
- Strong understanding of legal and regulatory frameworks in housing
- Ability to manage competing priorities and work under pressure
- Strong interpersonal and negotiation skills

Desirable

- Experience using legal systems and data to improve service delivery
- Familiarity with GIS systems and property databases
- Experience in coaching and developing team members
- Knowledge of Welsh housing law and regional governance structures
- Ability to influence legal processes and shape in-house legal services
- Proven ability to manage a varied caseload including disrepair and property related matters
- Welsh language skills



Requirements within the essential criteria of the Personal Requirements will be used for shortlisting purposes. However, all of the criteria will be considered in the process of making an appointment.

Terms and Conditions

Current Salary

Total salary is **£62,463** per annum.

Pension Plus

While working at United Welsh you are eligible to join our pension scheme. United Welsh partner with the **Social Housing Pension Scheme (SHPS)** to deliver our pension provision for employees.

The **Defined Contribution Scheme (DC)** matches employee contributions up to 10%. It is a salary sacrifice scheme, so deductions are taken before tax.

SimplyHealth

While working at United Welsh you are eligible for enrolment in our SimplyHealth healthcare plan.

Leave

- **30** days plus Bank Holidays
- **Two** United Welsh Gifted Days - an additional two gifted days, usually to be taken during the office closure over the festive period

Right to work in the UK

We welcome applications from individuals who already have the right to work in the UK, as unfortunately, we are unable to offer visa sponsorship at this time.

Any job offer will be dependent on receiving appropriate documentation to confirm your eligibility to work in the UK, as part of our commitment to compliance and fairness.



Additional Benefits

- **30 days** annual leave and bank holidays
- An additional **two gifted days** to be taken over the seasonal period
- A company culture that promotes **work life balance**
- **Agile** working
- Opportunities to be involved in 'Can Do' days, giving back to the communities where we work
- A half a day's leave under the 'School Starter Scheme'
- Free **fruit, fresh filtered water, tea and coffee** within our offices
- **Cycle to Work** Scheme
- One year's **paid subscription to professional body** (one membership per year)
- Membership to our **SimplyHealth** healthcare plan
- **Free eye tests** at Specsavers and a contribution towards the cost of prescription glasses
- Access to our **internal coaching and wellbeing services** that are devoted to supporting professional and personal development
- Free and confidential access to a **24/7 Employee Assistance Wellbeing Hub**
- We are a member of the **Social Housing Pension Scheme**. There is an opportunity for employees to join The Defined Contribution Scheme and we match contributions up to 10%
- **Learning and Development opportunities**, with learning available in a range of formats to suit your needs
- We are committed to supporting applicants and staff with disabilities and are a **Disability Confident Employer**
- We are committed to becoming a **menopause friendly employer**
- We are an Armed Forces friendly organisation and hold the **Armed Forces Covenant – Bronze Award**



How to apply

To apply, please send a CV and cover letter to jobs@unitedwelsh.com. Your cover letter must address each of the essential and desirable criteria, detailing your knowledge and experience in relation to each one, in no more than 1,000 words.

In addition to your CV and cover letter, please also complete our online Equality, Diversity and Declaration of Interest form which can be found on our website [here](#). If you do not complete all parts of this process, you will be at risk of your application not being progressed further.

Closes: Monday 11th August, 12pm (midday)

Interview date: 19th/20th August

We reserve the right to close this role early if we receive a high volume of suitable applications.

Within your CV, please provide the names, positions, organisations and contact details for two referees, one of whom should be your current or most recent employer. We will not approach these referees prior to the shortlist stage, and we will seek your permission first.

However, references will be sought as part of our pre-employment checks for the successful candidate.

- We would be grateful if you could submit the Equality Diversity and Declaration of Interest form with your application. You can complete this form online. The information you provide will be used for monitoring purposes only and will be kept separate from your application
- Please ensure your CV and other documents are emailed as a Word or PDF file, as unfortunately, we are currently unable to accept applications in any other formats at the moment
- Requirements within the essential criteria of the Personal Requirements will be used for shortlisting purposes. However, all the criteria will be considered in the process of making an appointment.

Your privacy is important to us. To learn more about how your personal information is processed when applying for a job with us, you can find our Privacy Notices [here](#).

