

POSITION DESCRIPTION – PROPERTY LEGAL EXECUTIVE 3PQE+

SECTION A

Employer: Saunders Robinson Brown (SRB)

Position Title: Property Legal Executive

Reporting To: Property Partners

Location: Christchurch

Functional Relationships: **Internal**
Property Team
Professional Staff

External
Clients
External Partners

SECTION B:

Position Objective: The Property Legal Executive position will provide support to the property partners and wider property team. You will be involved with a broad range of property transactions from residential conveyancing, financing arrangements, subdivisions, easements and general property matters.

You will work with existing and new clients with a view to developing those relationships and maintaining a high level of client service.

Background: From offices in Christchurch and Rangiora, the experienced team at Saunders Robinson Brown (SRB) provides professional legal advice on commercial and company law, property law, trusts and estates, civil litigation, dispute resolution, family law and employment law. In addition to these core practice areas, SRB also provide specialist advice in insurance law, sports law, and rural law. SRB prides itself on their approachable, client-centred culture, and commitment to ensuring an integrated and relationship focused approach throughout the firm.

Staff Numbers: Partners – 17
Staff – 80 including Partners

SECTION C: KEY TASKS AND SPECIFIC ACCOUNTABILITIES

1. Property Support

Provide timely and accurate day to day guidance and support to partners, staff within the Property team and clients ensuring adherence to best practice, standardised processes and procedures.

Key Responsibilities:

- Support the property partners with property work as and when required and to required timeframes
- Receive instructions from and report to senior team members
- Build relationships with clients and meet, phone or email clients to advise on or report on matters and to deliver exceptional client service
- Correspond with lawyers, legal executives, accountants, banks and other professionals as required
- Manage and run conveyancing files from beginning to end
- Attend to settlements and all matters relating to settlements
- Regular invoicing of clients and proactive collection of fees
- Attend to mortgage and refinancing transactions
- Review and draft contracts and agreements including the sale and purchase of property
- Review of title and associated interests, LIM reports and EQC documents
- Attend to documentation relating to trusts & companies in relation to land
- Attend to subdivisions and associated matters
- E-dealings
- Guarantees
- Undertake research and draft legal opinions
- Comply with and follow existing systems and processes for the property team and firm
- Liaise with other teams in relation to client matters and refer work to other practice areas where required

2. Professional Development

Ensure your on-going professional development in agreement with the Property Practice Group Leader.

Key Responsibilities:

- Attend relevant and value adding professional courses and programmes to keep up to date with Property Law best practice.
- Complete required CPD hours pursuant to NZILE requirements.

3. Other Tasks

Carry out other tasks and duties as and when required.

Key Responsibilities:

- Being an active member within the fee earners group and attend all meetings
- Build and maintain excellent internal relationships contributing to SRB's culture and positive working relationships
- Manage work in conjunction with your supervisor
- Complete non-chargeable productive tasks as assigned
- Support regular and productive business development
- Work within the firm's financial management practices and procedures
- Duties are carried out in a timely and accurate manner, and in accordance with SRB's policies and procedures
- Undertake all other duties that are reasonably requested from time to time

SECTION D

Qualifications

- Registered with NZILE
- NZLS Legal Executive Diploma or
- The New Zealand Diploma in Legal Executive Studies from 2017

Experience

- A minimum of 3 years' experience in Property Law

Skills and Knowledge

- Exceptional interpersonal skills with the ability to quickly establish credibility, have the personal impact and build excellent working relationships with internal and external clients
- Exceptional communicator, both written and verbal with experience dealing directly with clients
- Excellent organisation, time-management and prioritisation skills
- Well-developed computer skills
- Ability to work collaboratively in a team to support other team members
- Financial management skills
- Strong analytical and research skills
- Accuracy focus with an exceptional eye for detail

Personal Attributes

- Forward thinking and action orientated
- Determination and perseverance
- Resilience
- Methodical, practical and conscientious
- Adaptable and reliable
- A team player
- Systems and processes focussed

- Quality focussed