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Head of Legal (Property Transactions)

> Governance and Risk Directorate > Legal Services

What's it all about

This is a senior management role within NHG's newly centralised Legal Services team. You will lead the property transactions legal function, managing a team that delivers first-class legal advice and efficient handling of acquisitions, disposals, leases, development agreements, and related commercial matters. Acting as a trusted specialist in land law, conveyancing, shared ownership, lease interpretation, planning obligations, and construction agreements, you will ensure compliance, mitigate risk, and support NHG's strategic objectives through high-quality, cost-effective legal services.

How you'll make a difference

In this senior role, you will be instrumental in delivering high-quality, commercially focused legal services that underpin NHG's sales and development activities. Your expertise will ensure that property transactions are managed efficiently, mitigating risk and supporting the organisation's growth and operational effectiveness.

You will provide expert advice on acquisitions, disposals, leases, development and planning agreements, and commercial property, providing clear, pragmatic advice that balances compliance with commercial objectives.

You will mentor and guide solicitors and paralegals in your team, fostering a culture of excellence and continuous improvement. You will also design and deliver targeted training to operational teams, equipping them with the knowledge to progress property transactions confidently and compliantly.

Your leadership will ensure that NHG adopts a proactive, risk-aware approach to property transactions, delivering cost-effective outcomes and maintaining the highest standards of governance and legal practice.

How you'll do it

Leadership

- Provide strong and effective leadership and implement a culture of high performance across your team.
- Effectively promote collaborative approaches to engage teams to work successfully to deliver high quality services with cost-effective outcomes.
- Establish and maintain a culture of service improvement, supporting staff to deliver change projects to meet developing and evolving customer needs.
- Be a role model for your team by demonstrating our values and behaviours in all you do.
- Provide relevant senior level advice and guidance as required.
- Identify career progression, support and training needs in your team and put in place appropriate training and learning plans.
- Take responsibility for your own development, ensuring any gaps are identified and a learning plan put in place.
- Provide supervision to guide the legal work of the team to ensure it is competent, timely and compliant with SRA standards.
- Monitor and manage team's caseloads to ensure KPIs are met. Lead on business reporting on outputs as required.
- Provide cover and support for the Director of Legal when required and in their absence.

General

- Lead the provision of legal advice and support on property transactions across the organisation, including acquisitions, disposals, shared ownership sales, development agreements, leases, and commercial property.
- Advise and assist operational colleagues and senior stakeholders on property-related issues such as title defects, restrictive covenants, easements, planning obligations, and building safety considerations.

- Lead and manage a team to carry out all non-complex legal work in-house where this is more cost effective, including staircasing and resales transactions, lease extensions, right to buy and right to acquire sales, deeds of variations, property sales, transfers, remortgages, commercial property transactions.
- Develop and implement processes and procedures to ensure the efficient and effective delivery of property transactions within the team to ensure they are managed in a compliant manner.
- Provide project support and liaison to sales and development colleagues on complex property transactions and large scale developments.
- Instruct and liaise with solicitors and barristers where necessary.
- Maximise cost effectiveness of legal spend through appropriate use and monitoring of the legal services framework, particularly in relation to new developments.
- Ongoing oversight of performance by external providers of legal advice and managing performance issues, escalating to the Director of Legal as appropriate.
- Lead team to design and deliver legal training to sales, development and operational teams as required in response to common themes and risks, including developing new and improving existing processes to allow the teams to self-serve.
- Horizon scan and stay up to date with developments in the law to build on your proven knowledge. Keep abreast of all legislative and case law updates in particular relating to property and planning. Disseminate information to relevant colleagues (including in Governance and Policy) highlighting potential impact on NHG operations and customers.
- Work in accordance with team procedures and policies to ensure sound working practices and effectiveness of the team.

All about you

Behaviours for success

Our values set out what we stand for. You'll need to show us how you match them and how you'll behave to ensure those are visible when carrying out your work.

- Compassionate
- Progressive
- Dependable
- Inclusive
- Empowered

For each value, we've created example behaviours to help you understand our expectations in more detail. Please [refer to the framework](#) This role is at **manager** level.

Essential knowledge, experience and skills including qualifications and professional membership

Pending confirmation of legislative changes, this role may require a qualification to demonstrate competence. If not already qualified, there may be an expectation to study towards a professional qualification.

- Qualified Solicitor of England and Wales, with a valid Practising Certificate to enable the person in post to:
 - (1) Undertake reserved activities as defined by the Legal Services Act 2007.
 - (2) Be responsible for the supervision of members of the team who are not qualified to undertake reserved activities.
- PQE of a minimum of 5 years
- Experience of working within a social housing legal department in private practice, a housing association or local authority.
- Expert knowledge of property law, landlord & tenant legislation, planning law, affordable housing capital funding guide, shared ownership leases and transactions.
- Strong leadership and team management skills.
- Excellent communication and stakeholder engagement abilities.
- Strategic thinking with a focus on risk management and compliance.



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- Ability to manage complex caseloads and deliver under pressure.
- Proficiency in using legal databases, case management systems and Microsoft Office suite.
- This role is subject to a Disclosure and Barring Service (DBS) check, which must be completed successfully prior to appointment.