

Paralegal Lease Compliance

> Assets and Sustainability > Planning and Data

What's it all about

As a leader in the sector, Notting Hill Genesis (NHG) recognises the importance of Data in achieving its vision.

You'll be responsible for analysing and managing lease, transfer and title documentation within the portfolio to accurately validate NHG's ownership for repair, maintenance, remediation, insurance, compliance and service charge responsibilities. This includes both residential and commercial portfolio.

Working closely with different stakeholders you will be the gatekeeper of critical information to allow other departments to carry out their jobs, safeguard the organisation and deliver for our residents.

You'll be a trusted and knowledgeable voice on legal matters in relation to title and lease document interpretation.

How you'll make a difference

This is a pivotal role to ensure we are collating, maintaining and storing title and lease data accurately. You'll be responsible for thorough and accurate reviews of documentation to maintain up-to-date and precise data in the relevant systems, enhancing overall data integrity.

You'll facilitate smooth cross-departmental collaboration by providing reliable lease-related advice and addressing queries promptly. You'll support the organisation by maintaining a clear and concise dataset, contributing to more informed decision-making processes.

You'll be a subject matter expert to ensure Notting Hill Genesis are confident with their ownership and compliance responsibilities which will foster a safer living environment for residents.

How you'll do it

- Work closely with various departments to provide comprehensive reviews of

documentation including leases, titles and transfer documents.

- Address and resolve queries from different teams, offering expert advice based on lease documentation.
- Review and interpret a range of legal documents from the Land Registry, including Freehold Titles, Leasehold Registers, and Leases. Ensure records are maintained and validated. Work with external solicitors where necessary.
- Take ownership for maintaining and managing the dataset and associated documents in an organised way that can be accessed by the wider business.
- Maintain knowledge of the company structure and all legal entities to conduct accurate and relevant lease reviews.
- Regularly update data set in the relevant systems on new additions to the portfolio following transfers, or sales or where ownership responsibilities change.
- Support the accurate migration of data onto relevant systems.
- Work with stakeholders to collect and maintain Managing Agents data, ensuring agreements are current and accurately reflected in the records.
- Liaise with Housing Officers, Property Management Officers, and Estate Operation Managers to provide advice on data and update information as needed.
- Provide clear summaries where requested using the data and your legal knowledge of NHG's responsibilities in relation to ownership, compliance, insurance, repair and maintenance and service charge obligations. Present this in a way that can be relied on in formal settings.
- Use the Data Quality dashboard to identify and correct errors and gaps in the data.



Working better together
for our residents

- Ensure data quality targets are met and report on progress quarterly to the Executive Board (EB).
- Conduct reviews for new developments based on documentation provided by stakeholders.
- Ensure that you follow and keep up to date with all relevant Notting Hill Genesis and statutory policies and related procedures including health and safety and financial regulations.
- 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 **staff** 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.

- Experience of working within a legal department, housing association, local authority, or similar organisation.

- Thorough understanding of property law and lease agreements.
- Good spoken and written English
- Excellent verbal and written communication skills.
- Previous experience in reviewing lease documents, preferably within a property management environment.
- Familiarity with the Land Registry and experience in downloading and analysing relevant documents.
- High level of attention to detail to ensure data accuracy and compliance with legal requirements.
- Strong organisational skills, accuracy and attention to detail.
- Proficiency using MS office suite, data quality dashboards and other relevant software for monitoring and correcting data quality.
- Basic knowledge of property management systems (e.g., AMS or NEC) is beneficial.
- Good research skills.
- Ability to work independently in a fast-paced environment.
- Proven ability to develop and sustain strong relationships within the legal team, operational team clients and third-party stakeholders (internal and external).
- Examples of exercising good judgment and discretion to identify and mitigate against significant risk.
- A law degree, CILEx or equivalent