

Paralegal (Transactions)

> Governance and Risk > Legal Services Team

What's it all about

You will form an integral part of Notting Hill Genesis' in-house legal team by providing specialist legal support on property transactions, with a core focus on shared ownership and leasehold matters. You will advise on and progress a range of property-related transactional work including staircasing, resales, lease extensions, licences for alterations, deeds of covenant, and plot sales.

Working closely with operational teams, sales teams and wider business functions, you will review leases, Land Registry titles, title deeds and transfers to identify ownership responsibilities, obligations and risks. You will act as a trusted specialist voice on property law matters within a social housing environment, supporting colleagues to achieve solutions that are legally sound and resident-focused.

How you'll make a difference

You will be responsible for managing and progressing a caseload of property transaction matters. Your expertise will enable operational and sales teams to make informed decisions, mitigate legal risk and deliver efficient, compliant services to residents and buyers.

You will provide clear, practical advice on transactional queries and ownership issues, ensuring complex matters are understood and effectively resolved. Your work will support the stewardship of NHG's shared ownership and leasehold portfolio and contribute to the smooth progression of key property processes.

How you'll do it

- Manage a caseload of property transaction matters including staircasing, resales, lease extensions, licences for alterations, deeds of covenant and plot sales.
- Review leases, Land Registry titles, title deeds, transfers and associated property documents to identify ownership responsibilities, restrictions and obligations.

- Provide specialist advice to operational, sales and housing teams on leasehold and shared ownership matters, including interpretation of legal documents and risk mitigation.
- Liaise with external conveyancers, valuers and legal representatives to progress transactions efficiently.
- Prepare and review legal documentation, correspondence and reports to a high standard.
- Ensure compliance with relevant legislation, regulatory requirements and internal policies relating to property transactions in a social housing context.
- Work collaboratively across teams and provide guidance to colleagues to support effective case handling and decision-making.
- Maintain accurate records and use relevant systems to provide clear updates on caseload progress and risk,
- Work effectively with panel solicitors where cases require external involvement.
- Utilise other departments and work effectively with them on cases that may require their input such as the sales, service charge, assets, repairs and operational teams.
- Take ownership and accountability for your caseload in accordance with performance indicators and own the end to end process. Seek advice, flag risk and offer mitigations on issues that may arise.
- Maintain an excellent working knowledge of land law, leasehold legislation and case law and embed into your working practice.
- Work alongside legal colleagues to deliver meaningful training, guidance and advice to operational teams on key risk themes.
- Lead team and organisational projects working with the wider legal team to deliver objectives.

- Collaborate and support your colleagues in the legal team to ensure that resources are deployed in accordance with business need.
- Provide support to team managers/team leaders on complex cases where necessary.
- 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. 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 property law, preferably within social housing in a housing association, local authority or private practice.
- Experience managing your own caseload of property transactions such as staircasing, resales, lease extensions, deeds and licences.
- Strong understanding of the law as it relates to leasehold property, the shared ownership model and conveyancing processes.

- Ability to interpret leases, Land Registry titles, title deeds and transfers accurately and confidently.
- Good spoken and written English
- Excellent verbal and written communication skills
- Strong report writing and presentation skills
- Strong organisational skills, accuracy and attention to detail
- Proficiency using legal databases and MS office suite
- Good research skills
- Ability to work independently in a fast-paced environment
- Proven ability to develop and sustain strong relationships within the legal team, sales and 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