

JOB DESCRIPTION:	SENIOR SOLICITOR
LOCATION:	DUBLIN CITY CENTRE OFFICE
CONTRACT:	PERMANENT – 37 HOURS PER WEEK
REPORTING TO :	HEAD OF LEGAL SERVICES
SALARY:	€56,983-€74,614 (Managers Grade SP 39- SP49)

LEGAL OVERVIEW:

This is an exciting new in-house role for a Senior Solicitor. Your role will be to assist the Head of Legal Services in providing a range of legal services in support of Tuath Housing's (the Association) business objectives. The Senior Solicitor's primary focus will be to ensure that all legal aspects are covered in relation to the acquisition and management of social housing properties. The Senior Solicitor will have a significant involvement in ensuring compliance with state and company law, internal company policies, workforce issues, due diligence for acquisitions, management contract, and outsourcing agreements.

JOB SUMMARY:

The Senior Solicitor will be part of a team responsible for the performance of the Association in relation to all legal activities. The ideal candidate will oversee day-to-day operations thus ensuring excellent service delivery to all internal and external customers. The Senior Solicitor will drive the development of and adherence to best legal practice to optimise the Association's case load and mitigate legal exposure. He/she will act in an advisory capacity on relevant business decisions.

KEY RESPONSIBILITIES:

PROPERTY

1. Complete complex property acquisitions to include investigation of title, pre-contract enquiries, negotiation and exchange of contracts, attend closings, stamp deeds, to effect registration in PRAI and satisfy the Association's various lenders' requirements. These acquisitions consist of high-volume, high value transactions and are key to the Association's delivery targets each year.

2. Securitise/remortgage properties, arrange stage payment drawdown, and to draft certificates of title, debentures, corporate and all ancillary documentation. Engage with the appropriate agencies and external solicitors to agree and negotiate funding terms and conditions from a range of funding sources
3. Draft and advise on leases and licenses and negotiate with Lessee/Lessor solicitors and third parties.
4. Advise on building projects including construction agreements and liaise with external solicitors and/or counsel where necessary.
5. Advise on the management of properties and associated duties related to the Association's role as a social landlord.
6. Deal with queries relating to applications for registration in the PRAI for the purposes of registering title.

LITIGATION/HOUSING MANAGEMENT/RISK MANAGEMENT

1. Identify, manage and mitigate legal risk across the Association.
2. Advise on litigation matters and liaise with external solicitors and counsel on behalf of the Association, as required.
3. Draft and issue warning letters, RTB notices, District Court Summonses, Judgment and Possession Orders, County Sheriff requests. Ensure follow-through on all cases until vacant possession is secured.

BUSINESS ADVICE

1. Provide legal support and advice to the Association's staff at all levels to enable them to perform their duties effectively.
2. Review service contracts with third parties for the provision of services to the Association.
3. Represent the Association's legal department at external and cross-company project meetings.
4. Keep the Association informed of up to date legal developments in the areas of core interest to the Association's work.
5. Provide legal advice on all areas of Housing Law, Landlord and Tenant Law and any other areas as required.

GENERAL

1. Engage with the Association's external solicitors, with local authorities, government departments, the Housing Agency and other housing bodies in a way that is aligned with the Association's strategic objectives with a focus on building and maintain strong relationships.
2. Have a strong focus on engaging, empowering and supporting team members within the legal department.
3. Actively develop the relationship between the work of the legal department and its internal customers by collaborating on projects.

TRAINING

1. Request / Attend training appropriate to your role.

OTHER

1. To positively promote the Association in all activities.
2. To exercise discretion in all aspects of the role.
3. Any other duties which are consistent with your role.

This job description is not definitive or restrictive and will be subject to periodic review.