

JOB ADVERT – Details

Company:	Countrywide
Role title:	Legal Compliance Caseworker
Internal Reference Number:	33430
Closing date:	n/a
Salary:	£22,000
Working Hours:	9.00-5.30pm 1 hour break
Temporary / Fixed Term / Permanent contract:	Perm
Location:	Milton Keynes
Contact details for applications:	Natalie Lewis Natalie.lewis@Countrywide.co.uk 07763577657
Role description:	<p>Countrywide Estate Management (CEM) is one of the largest block management companies in the country with 15 offices based across the UK.</p> <p>CEM deals with the management of communal areas on behalf of major developer clients, independent landlords and resident management companies.</p> <p>The Professional Services Division is a small in-house legal department within CEM who deal with all aspects of legal work</p>

	<p>relating to CEM, particularly claims (PI, PL and County Court) Complaints and Compliance.</p> <p>Job Description:</p> <p>A Legal Compliance Caseworker is required to join the Professional Services Division (PSD) of Countrywide Estate Management.</p> <p>The role will include;</p> <p>Providing advices to internal colleagues, including researching law and practice and under the supervision of the Leasehold Solicitor</p> <p>Undertaking Data Audit work to include;</p> <p>Reviewing all legal documentation relating to the set up of a site.</p> <p>Liaising with Property Managers and Accounts staff to determine and report on the correct management set up.</p> <p>Having day to day responsibility for any First Tier Tribunal claims against CEM under the supervision of the Leasehold Solicitor. To include;</p> <p>Ensuring all filing and response deadlines are met</p> <p>Reviewing and advising on liability for any claims received.</p> <p>Drafting statements of case and witness statements</p> <p>Researching and collating documentation for a robust defence of all matters.</p> <p>Assisting the Specialist Caseworker in investigating and reporting on County Court Public Liability and Professional Indemnity claims in accordance with the Department procedures.</p> <p>Carrying out research, investigating claims and providing reports on liability</p> <p>Drafting letters and defences in respect of claims</p> <p>Undertaking training in respect of Professional Indemnity claims</p> <p>Keeping up to date with current case law in respect of property management, undertaking research and providing guidance notes to the business</p>
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	<p>Assisting the Leasehold Solicitor as required for the proper running of the Professional Services Department.</p> <p>The successful applicant must have the following qualifications:-</p> <p>Essential:</p> <p>Education to degree level or equivalent</p> <p>A good understanding of leasehold property law, be able to interpret lease clauses and provide advice in respect of the same</p> <p>A good knowledge of Word and Excel and experience in using a Case Management System</p> <p>Be able to work on their own initiative and drive their own work load forward under minimal supervision</p> <p>Be able to demonstrate an ability to meet deadlines</p> <p>Preferable:</p> <p>Have completed the LPC course</p> <p>Have a good knowledge of property management for long leasehold properties including the connection between Leasehold property, Freehold property, and other types of property ownership</p> <p>Have proven experience in providing comprehensive reports and feedback on their own work within an office environment</p>
<p>Company website (optional):</p>	<p>http://www.countrywide.co.uk/</p>