



**Available vacancy: Assistant Head of Housing Litigation**

**Term: Full – Time**

**Bromley office**

**We are:**

Judge & Priestley are a highly regarded Legal 500 firm serving a wide range of commercial and private clients across London and the surrounding counties. We have a strong and long established history in housing law and have acted for social landlords for over 30 years on a full range of housing management issues.

Our highly successful specialist housing litigation department is now looking to recruit an Assistant Head of Housing to assist the Head of Housing, Nitika Singh with the management and growth of the team. Our housing department has gone from strength to strength over the last few years and is currently undergoing exponential growth.

**This is a great opportunity for an individual already in a Senior/ Associate position, with proven specialist social housing and landlord & tenant litigation knowledge and experience and strong business development skills to help grow and manage an established team.**

**We want to invest in a successful and committed candidate who is seeking the next step up the career ladder and has the ambition to progress through to partnership.**

**Duties/Responsibilities:**

- Supporting the Head of Housing with all duties relating to the management of the team,
- Managing own caseload using our case management system,
- Providing specialist advice on complex matters,
- Maintaining and building upon existing excellent client relationships,
- Adhering to client service level agreements and assisting with client contracts,
- Generating ideas & developing strategies to grow the department,
- Engaging in relevant business development activities & marketing of the department,

- Networking for both the department & the firm – outside of working hours, if needed,
- Actively work towards securing new clients,
- Delivering training to existing & prospective clients ,
- Consistently meeting financial targets both in terms of time and billing
- Assisting with managing the department’s budget,
- Training and supervising team members, undertaking file reviews & appraisals,
- Deputising in the Head of Housing’s absence,

**Skills/Competencies required:**

- Excellent leadership and managerial skills,
- Strong technical skills and knowledge,
- Demonstrate a high degree of business acumen,
- Possess excellent problem solving, organisational and verbal/written communication skills,
- Competent at using a case management system,
- Ability to work under pressure and to tight deadlines and targets,
- Fully IT literate,
- Qualified solicitor or legal executive with at least 5 years’ relevant experience.

We offer a competitive salary, a comprehensive benefits package and a collegiate, hybrid working environment.

**Deadline** – 31 December 2021. Please note that this vacancy may close early if sufficient applications are received.

*If your application is unsuccessful, we may keep your personal data on file for up to 12 months. We recommend that you read our Job Applicant Privacy Policy which you can find on our website.*

*Judge & Priestley is committed to equality of opportunity and welcomes applications from all sections of the community.*

*We will offer an automatic interview to candidates who meet the minimum requirements for the role and have a disability under the Equality Act 2010. Please call our HR department on 0208 290 0333 if you believe that this applies to you.*

*Please note that upon acceptance of an offer of employment all successful applicants are required to undergo a Basic Disclosure for unspent convictions.*

*Please email CV to [jprecruitment@judge-priestley.co.uk](mailto:jprecruitment@judge-priestley.co.uk) to apply or for further information.*