



## Role Description

Name	
Role	Real Estate Legal Support/Administration
Reporting to	[TBC]
Team	Real Estate
Division	[TBC]
Key relationships	Real Estate Team, Credit, Compliance, Internal Legal, Group Lending Operations (GLO) and External Panel Solicitors
Description of role and key responsibilities	<p>As a Real Estate Legal Support, you will be responsible for assisting the business and internal legal with the administration of real estate loans. You will be responsible for many legal aspects of post completion loan management; from managing and co-ordinating non-contentious amendment, extension and consent processes, answering queries, to reviewing certain legal documentation with the support of internal legal counsel and providing general administrative assistance to both the business and internal legal.</p> <p>You will be expected to deliver a high quality of service to our clients and the business, whilst building solid relationships with our external solicitors and internal stakeholders.</p> <p><b>Main Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Managing non-contentious loan amendment/extension and consent processes and general post completion life cycle, legal administration for real estate loans</li> <li>• Obtaining fee quotes and instructing panel solicitors as and when required</li> <li>• Liaising closely with the business teams, other internal stakeholders and external legal counsel in the execution of legal documentation and working with GLO to ensure efficient and timely completion of transactions</li> <li>• Together with internal legal Counsel (depending on the complexity of the transaction) ensuring transaction documentation is completed in accordance with Credit approval and liaising and co-ordinating with internal teams to ensure any issues that arise are dealt with/escalated in a timely manner and in accordance with internal processes</li> <li>• Reviewing legal documentation prepared by external counsel on non-contentious loan amendment/extension and consent processes</li> <li>• Assisting the business in managing occupational lease consent requests in line with internal policy</li> <li>• Working with GLO to manage/co-ordinate full and partial loan redemption processes – coordinating any relevant security release with stakeholders (including external counsel)</li> <li>• Liaising with credit, internal legal, operations and other internal stakeholders as necessary, including dealing with general ad hoc queries and liaising with external legal counsel as necessary</li> </ul>
Approved Person Status	[ ]



<p>Core Skills and Knowledge</p>	<p><b>Skills and Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of a Legal Support or Transaction Management type role (executing and interpreting lending documentation and process) within a bank or similar organisation is desirable.</li> <li>• Real Estate lending knowledge an advantage but not required</li> <li>• Sound knowledge of credit requirements and typical straightforward security structures involved in property lending is desirable</li> <li>• Strong project management skills – ability to manage multiple tasks in tandem.</li> </ul> <p><b>Personal Attributes</b></p> <ul style="list-style-type: none"> <li>• Excellent interpersonal skills with the ability to communicate at all levels both internally and externally</li> <li>• Self-starter, able to use own initiative</li> <li>• Good organisation and strong attention to detail</li> <li>• Passionate about providing extraordinary service to our clients</li> <li>• Analytical mind set with the ability to problem solve and take ownership of creating positive outcomes</li> <li>• Enjoys working as part of a wider team and interacting with a variety of stakeholders at all levels</li> <li>• Team player with a 'can do attitude'</li> </ul>
<p>Any other attributes that would be helpful, but not essential for the role.</p>	