

JOB DESCRIPTION

Job Title:	Conveyancer
Reports to:	Legal Director
Accountable to:	Head of Legal
Location:	St David's Park, Flintshire
Job Purpose:	To ensure that plot sales (including part-exchange acquisitions) are conducted efficiently and exchanges are within the reservation period.
Responsible for:	Secretary and/or Administration Clerk
Scope:	Responsible for the conduct of the plot sales (and part-exchanges) function of a dedicated division and/or number of developments.

Key Responsibilities

These topics are considered equally important to the success of Redrow's business:

1. Documentation

- Prepare estate documentation for the sale of plot sales, taking instructions from the appropriate company solicitor, as necessary.
- Prepare all the estate plot documentation.
- Incorporate an appropriate management company and liaise with the managing agent (if so required).
- Obtain approval of the estate layouts from HM Land Registry.
- Deal with the relevant Section Agreements and the Transfer of Public Open Space on all developments.

2. Contract

- Send out the Contract documentation pack to the prospective purchaser's solicitors.
- Monitor the legal process to ensure an early exchange of Contracts within the reservation period.
- Investigate title and check searches for any part-exchange properties.
- Prepare Contract for the re-sale of any part-exchange properties.
- Exchange Contracts.

3. Transfer/Lease

- Engross the draft Transfer/Lease and attend to the execution of the same.
- Attend to the legal detail of completion.
- Ensure that the correct completion monies are received by the company.
- In the event of completion not taking place, serve the appropriate Notice to Complete

- Following completion, deal with any consents required by plot purchasers in respect of extensions and the correct storage of completed files

4. Continuing Professional Development

Ensure that the continuing professional development requirements of the appropriate professional body are met.

5. Ensure familiarity with Redrow Group's Health, Safety and Environmental policies and comply with employee responsibilities.
6. At all times comply with company policies, procedures and instructions.
7. Contribute to improving the business, protecting and enhancing the reputation of the company, by putting forward new ideas and, when requested to do so, implementing change.

Working Relationships

Effective working relationships are an essential part of daily working life. The focus in this role is both:-

Internal: Colleagues within Division and Group Legal Department; and

External: Purchasers' Solicitors

These are illustrative duties and the post holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.