



JOB DESCRIPTION

Job Title:	Property Associate/Senior Associate
Reporting to:	Property Team Head – Catherine Burke
Based at:	9 Cathedral Road, Cardiff CF11 9HA with some working from home if desired
Hours:	37.5 hpw Generally Monday – Friday, 9.00am – 5.30pm with 1 hour for lunch, but 4pm finish on Fridays, depending on business needs
Salary:	£TBC depending on experience
Benefits:	25 days holiday per annum, plus statutory and bank holidays Up to 3 additional paid days off over Christmas Private Health Cover including dental cover, access to a confidential employee assistance programme for counselling, and also a digital GP 4% pension contribution Death in service/ Life cover Ride to Work scheme Professional Subscriptions and MBL Smartplan Access to our internal mentoring programme
Purpose of Role:	To work within the Property Team to provide effective legal advice on property matters incorporating both development and transactional work for a range of clients operating in the public and private sector, including local authorities, landowners, developers, housing associations and funders, and other services as reasonably required from time to time. To assist in providing to the department and the firm such business development tasks, as may be required from time to time.
Key Tasks:	To provide legal advice on the following topics: <ul style="list-style-type: none"> • Acquisitions and disposals for a range of clients • Secured lending work for both development and investment funding • Commercial / residential and mixed-use development schemes • Public sector property transactions
Technical Ability:	<p>Essential:</p> <ul style="list-style-type: none"> • Circa 4 years PQE as a property lawyer • Demonstrable experience of dealing directly with clients • Excellent technical knowledge • Strong working knowledge of MS Word and Outlook <p>Desirable:</p> <ul style="list-style-type: none"> • Working knowledge of a legal practice management database
Person Specification:	<p>Essential:</p> <ul style="list-style-type: none"> • Strong communication skills • Consistently works to a high level of accuracy • Able to work independently with minimal supervision, but work as part of a team on larger projects • Able to use own initiative • Highly organised and able to work under pressure • A completer-finisher • A flexible approach, willing to assist team members as required



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DARWIN GRAY – WHO WE ARE

WHAT WE DO

Established in 2002, Darwin Gray is an award-winning national law firm with offices in south and north Wales. We act for a wide range of businesses and organisations, across the private, public and third sectors. We are leaders in Wales in terms of our ability to offer legal services in Welsh.

At Darwin Gray, we are passionate about supporting businesses and organisations, whether that is supporting their workforce, helping them to achieve their growth ambitions, protecting their assets or helping to pre-empt and resolve difficult situations.

Our holistic approach means that we are able to assist businesses and organisations with start-to-end advice throughout their lifecycles. This includes support from our Corporate Commercial, Employment/HR, and Property teams, meeting organisations' evolving legal needs as they grow.

We also support businesses and business owners by providing pre-emptive legal advice and support to ensure they have the correct contracts and policies in place to avoid pitfalls and futures issues arising. Our Commercial Disputes and Insolvency teams are highly regarded for supporting those that find themselves needing advice on contentious issues, from shareholder disputes to navigating insolvency procedures.

OUR PEOPLE

At Darwin Gray our biggest strength is our people – our legal experts and brilliant support staff are key to our rapid growth and reputation as one of the best commercial law firms in Wales.

We are a law firm that serves our clients & supports our community. We develop our people to be excellent lawyers & responsible contributors to society. Integrity & equitability is at the core of everything we do.

OUR MISSION

With professional integrity at our core, we exceed client expectations, providing excellent commercial legal services at a fair price.

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We value and build long-term relationships through our personal approach, delivering expert advice and guidance to help our clients thrive and achieve the best outcome.

OUR VALUES

We deliver excellence

We go above and beyond to deliver successful outcomes. Our professional approach is combined with delivering the highest quality work. Our outstanding client service has built us a strong reputation. We nurture both loyalty and goodwill from our client base.

Collaborative experts

We are passionate about our work. We closely collaborate both internally and with our clients to share our expert knowledge and craft tailored solutions. Our diverse, collective expertise and open communication enables us to tackle complex issues with agility, confidence and precision.

We are approachable

We have a personable and supportive approach. Responsive to our client's needs, we pay close attention to detail, really understand their requirements and avoid confusing legal jargon to make clients feel confident and well-informed.

We do the right thing

Our strong morals, ethics and equitable approach guide our actions. Acting with honesty, integrity and transparency, we deliver pragmatic advice that exceeds client expectations at a fair price. We also nurture and reward our people, and encourage them to contribute to our wider community.