ROLE PROFILE

JOB TITLE: Solicitor (Disrepair)

REPORTING TO: Legal Services Executive

TEAM: Governance and Assurance (Legal)

JOB OVERVIEW

To provide a comprehensive service in respect of appropriate legal advice and action taken on the grounds of anti-social behaviour and breach of tenancy, including drafting of notices and witness evidence, preparation of court documentation and representation at court.

ABOUT FORHOUSING AND THIS ROLE

With tenants at the core of everything we do our values shine through and drive our behaviour.

ABOUT FORHOUSING

Everything we do aims to positively impact the lives of our social housing tenants and deliver on what matters to them and their communities.

By listening to tenants and keeping them at the heart of all we do, we provide safe, well maintained, sustainable homes and deliver customer focused, equitable and efficient services. And we always want to do better.

Through our tenant focused, inclusive and agile culture, ForHousing is a place where everyone can thrive and be themselves.

ABOUT THE ROLE

You'll work to positively impact tenants and their communities by:

- Providing oral and written advice and support to ForHousing colleagues in relation to the appropriate progression of cases.

- Preparing cases for court action, including but not limited to the preparation of Section 21 notices, Notice of Seeking Possession, Injunction applications, Proceedings for Possession and making general court applications.
- Representing ForHousing and presenting Injunction and Possession cases at court when required to instruct external legal providers or counsel.
- Collecting evidence and preparing witness statements and affidavits in connection with all litigation instigated by or against the organisation.
- Assisting in the provision and presentation of training to ForHousing colleagues in the law relating to housing and anti-social behaviour.
- Having a sound understanding of the legal sanctions available including the provisions of the Anti-Social Behaviour Act 2003, Crime and Disorder Act 1998, Housing Act 1996, ASB Crime and Policing Act 2014 and all other relevant legislation.
- Undertaking duties in accordance with S17 of the Crime and Disorder Act 1998.
- Carrying out some evening, weekend and bank holiday work based on the exigencies of the service.

WHAT WE ALL NEED TO DO

- Things can change so we may ask you to carry out other duties to make sure we continue to meet organisation and people needs. We'll consult you first and always make sure any different duties are in line with your post and salary
- Our strategic Outcomes are the things we aim to deliver together through our strategies. You will play an important part in what we will achieve. We encourage you to find new or improved ways of working to help make good things happen every day
- You'll help make sure we continue to maintain and even exceed expectations, performance, and compliance standards. At the same time, you'll seek best value for money in every part of the job
- If you access commercially sensitive or personal information that may be covered by the Data Protection Act, you must maintain confidentiality in line with our policies and procedures. Let your manager know if you aren't clear about anything
- We thrive in an inclusive environment, where everyone is valued. You'll need to familiarise yourself with our equity, diversity and inclusion policies, to help make sure we deliver a person focused service
- Compliance on all aspects of health, safety and welfare for all staff and customers is paramount to how we work together.
- You'll need to carry out any personal development activities which will support you in your job and help you continually innovate and reach your full potential
- All colleagues are responsible for ensuring that the data that we hold about customers, properties and any other relevant services in corporate systems is collected, regularly checked for accuracy and used for the

purposes stated. Accurate, good quality data is critical to providing person-centred customer service. This also includes recording all customer and property interactions

- We all have a responsibility to escalate safety or any other concerns and share those raised to us by tenant, stakeholders, or other colleagues. Managers and leaders must take seriously and act appropriately on any concerns raised to them.

- From time to time, you may need to undertake other tasks commensurate with your role.

Person Specification:

Assessment Key: AF = Application Form I = Interview T = Test/Assessment QC = Qualification Certificate

AREA	REQUIREMENT (All criteria are essential unless defined as desirable)	ASSESSED BY:
Qualifications and Training	• Good level of education (e.g. to GCSE standard in Maths and English) • Appropriate legal qualification	I/T/AF AF/QC
Experience, knowledge, skills and qualities	• Experience of working within a customer focussed environment • Demonstrate a clear understanding of current social housing issues • Demonstrate strong IT skills -Microsoft office software in particular Outlook, Word, Excel and Access • Be able to demonstrate a knowledge of the legislation covering injunctions and possession proceedings in ASB cases including Human Rights issues • Be able to demonstrate a knowledge of the Civil Procedure Rules & Experience of court processes • Experience of drafting Court documentation including witness statements' • Be able to demonstrate a knowledge of the Civil Procedure Rules & Experience of court processes Experience of working in social housing • Experience of writing and presenting reports • Demonstrate strong negotiating and influencing skills • Ability to establish effective and productive relationships • Experience of attending at County Court for ASB or other civil cases	AF/I AF/I/T AF/T AF/I/T AF/I/T AF/I/T AF/I AF/I AF/I AF/I AF/I
Skills and abilities	• Have proven ability to organise own workload with minimum supervision • Able to communicate at all levels and explain complex case law to lay people both in writing and verbally • Proven ability to meet strict deadlines • Able to work co-operatively as part of a team • Able to make recommendations in respect of service improvements	AF/I AF/I AF/I AF/I AF/I
Personal qualities	• Adopts a flexible approach to the requirements of the job • Hold a current valid driving licence and have a car available for	AF/I AF/I/T

	work at all times.	