

Job Description			
Job Title	Assistant Property Solicitor	Job Family	Legal
Reporting to	General Counsel	Job Code	
Location	Priory Head Office, Hammersmith, London	Evaluation Date	Nov 2024
Job Purpose			
Reporting to the General Counsel to work as part of the Legal Team supporting and advising on a wide range of legal matters for Priory in the UK.			
Responsibilities			
<ul style="list-style-type: none"> This is a commercial property role but with the opportunity to expand into other areas of practice including commercial contracts, data protection and regulatory matters. You will be providing support and assistance to the Priory business on all matters dealt with by the London legal team. Areas of practice: <ul style="list-style-type: none"> Primary Commercial Property – assisting with leases, licences, sales and purchases and dealing with property disputes and litigation. Secondary Commercial Contracts including customer and supply agreements Data Protection – advising on DPA issues and liaising with the ICO Regulatory – reviewing CQC/regulator notices/correspondence and advising the business Claims and litigation – advising on insured and uninsured claims Mental Health Act/Mental Capacity Act – advising on mental health matters Corporate M&A – negotiating/drafting NDAs, MoUs and other related documents Carrying out Legal research on all legal and regulatory matters applicable to the business 			
Information			
Responsibility for ensuring the maintenance, confidentiality and security of all legal data.			
Knowledge / Education / Skills			
<p>Qualified solicitor or barrister with 0-3 years PQE or equivalent experience Strong customer focused attitude and a "can-do" attitude Organised and diligent in their approach to dealing with a varied caseload Ability to work independently but a strong team player Recognises the 24/7 demands of the business (this is not a 9-5 role) Has the ability to influence and advise at all levels including with senior business colleagues Strong communication/interpersonal skills and commercial acumen Excellent drafting skills so as to make complex matters clear and simple for all stakeholders</p>			
Experience			
0-3 year's pqe in private practice with a good training record and varied caseload demonstrating the above qualities and skills. Experience of the healthcare sector preferred.			

Communication

Regular dealings with demanding and difficult situations, with a wide range of both internal and external stakeholders, requiring highly development and well-practiced communication and interpersonal skills.

To work as part of the legal team ensuring collaboration and support across the whole group of companies.

Working Environment

Role is London based with requirement for travel to sites in the UK. This is a hybrid role – working from home is permitted.

Safeguarding

All Priory colleagues have a responsibility to safeguard the individuals we care for, these may be adults and children or individuals connected to the people Priory supports. Colleagues must ensure they are aware of the local child and adult safeguarding policies and procedures in their service, in addition who to contact within the Local Authority Safeguarding Team for further advice.

All colleagues are required to attend safeguarding training appropriate to their role and to undertake additional training in associated areas.

Upholding Company Behaviours

This provides some guidance on the types of conduct to support the Company Behaviours

Behaviour	Evidence
Putting people first - we put the needs of our service users above all else	<ul style="list-style-type: none">• Strives to ensure every colleague is able to make a positive and lasting difference to our patients, clients and residents and their families• Actively seeks to develop the potential of every service user and staff member
Being supportive - we support our colleagues, our service users and their families when they need us most	<ul style="list-style-type: none">• Celebrates success and supports colleagues through difficult times• Demonstrates loyalty to colleagues, manager and team
Acting with integrity - we are honest, transparent and decent. We treat each other with respect	<ul style="list-style-type: none">• Is honest and respectful in all interactions with colleagues and customers• Demonstrates emotional control• Ensures accurate recording of any transactions and interactions on all company documentation• Challenges poor performance and behaviours
Striving for excellence - for over 140 years, we have been trusted by our service users with their care. We take this trust seriously and constantly strive to improve the services we provide	<ul style="list-style-type: none">• Always puts service quality first• Shares and encourages innovation• Keeps on top of new developments in the sector
Being supportive - we support our colleagues, our service users and their families when they need us most	<ul style="list-style-type: none">• Promotes the company in a positive way at all times• Strives for positive outcomes, especially when times are challenging