



## **APPOINTMENT OF LEGAL ADVISER AT THE LEASEHOLD ADVISORY SERVICE (LEASE)**

### **Information for Candidates**

1. These notes provide information for candidates about the appointment of a Legal Adviser at LEASE. They provide initial background on the organisation, role description, a person specification and guidance on how to apply.
2. LEASE is committed to appointing on merit, seeking candidates from a diverse range of backgrounds and taking full account of equal opportunities. Applications are particularly welcome from women, minority ethnic and disabled candidates.
3. The closing date for applications is **18 August 2019 at 17.00.**

### **LEASE**

Set up in 1994 as a private company limited by guarantee, LEASE became an Executive Non Departmental Public Body (NDPB) in 2005.

Led by an independent Chair, the Board of LEASE consists of six members reflecting a wide range of expertise and interests, including those in the residential leasehold and property sector, who abide by the Seven Principles of Public Life (the 'Nolan' principles).

The day to day management of LEASE is carried out by the Chief Executive, with a staff complement of 25, mainly consisting of legally qualified advisers, supported by a small administrative team.

Its main purpose, through a range of channels, is to provide advice and help, for residential leaseholders and park home owners in managing their leasehold and park home issues and problems across England and Wales.

Principally funded by grant-in-aid from the Ministry of Housing, Communities and Local Government (MHCLG) and the Welsh Government (WG), LEASE acts independently from Government in providing its services. LEASE is accountable to MHCLG and WG as a public body and is currently subject to a Framework Agreement setting out its agreement with the MHCLG and WG.

Further information about LEASE is available on its website: [www.lease-advice.org](http://www.lease-advice.org)

### **Information about the role - Legal Adviser**

We are looking to recruit a legally qualified person to join us in providing a high-quality free initial legal advice service to the residential leasehold and park home sectors. We are looking for someone to join a team of advisers who on a daily basis explain often complex issues in clear, simple language and across a range of media.

We respond to enquiries by traditional channels and online through our website.

Full training for the role will be given.

For an informal discussion contact: **Richard Hand on 020 7832 2517**

### **Job Description**

#### **Main purpose**

- To provide initial legal advice to residential leasehold and park home customers of LEASE on all aspects of the law relating to leasehold and park homes in England and Wales.
- To provide advice and assistance to the Chief Executive and the management team.

## **Description**

A Legal Adviser is expected to:

- Respond to requests for advice by telephone, letter, e-mail and personal visits to the office in order to meet the agreed KPIs.
- Provide advice in verbal or written form, setting out the client's legal position and the courses of action available within statute and common law, sufficient to empower the client to take appropriate action.
- Provide advice in seminars with groups of residential leasehold and park home customers, in the office or on-site visits.
- Carry out reading and research into law and practice to maintain a sufficient level of knowledge to provide an efficient advisory role; research into special areas as required.
- Draft input to reports produced by LEASE, including responses and submissions to Government.
- Draft input to new or revised Advisory materials published by LEASE.
- Attend meetings, seminars, courses and conferences as required.
- Comply with LEASE's Health and Safety and Company policies.
- Undertake appropriate induction and training in residential leasehold law as will be given.

## **Person Specification: Eligibility Criteria**

### ***Essential Criteria***

Candidates should have:

- Legal qualification (eg law degree, LPC or equivalent)
- Excellent inter-personal skills with the ability to communicate complex issues with customers in a plain English fashion, including writing accurately and succinctly.
- Evidence of mastering complex issues.
- Evidence of the ability to meet daily KPIs.

- Evidence of an ability to work within a demanding and pressurised environment.
- Ability and commitment to work in an open and publicly accountable manner as set out in the code of conduct.
- Ability to prioritise own workload to ensure delivery of KPIs.
- Evidence of commitment to team work and to appreciate organisational values.
- Appreciation and experience of IT in the business environment, including knowledge of Microsoft packages and internet resources.

### ***Desirable Criteria***

- Previous experience in a telephone or advisory environment
- Knowledge of legislation relating to residential leasehold and park homes law.
- Knowledge of the wider residential property industry policy.

**Salary:** £29,000 – £36,000 depending on experience

Appointment is permanent, subject to six month probationary period.

### **Main Terms of Appointment**

<b>Appointment title:</b>	Legal Adviser
<b>Location:</b>	Fleetbank House, 2-6 Salisbury Square London EC4Y 8JX
<b>Commencement of Appointment:</b>	ASAP
<b>Remuneration:</b>	£29,000 – £36,000 per annum depending on qualifications and experience

**LEASE reserves the right to not make an appointment.**

### **How to Apply**

Please complete the application form along with a written statement of no more than two sides of A4 outlining your suitability for the post of Legal Adviser using the essential and desirable criteria and the required competencies. Please use examples to support your description.

Please submit your completed application form, a CV and written statement marked 'Private and Confidential' to **Miss Nicolette Davis** by email: [recruitment@lease-advice.org](mailto:recruitment@lease-advice.org)

**The closing date for applications is: 18 August 2019 at 17.00**

### **What happens next?**

Applications will be considered by senior staff members. The panel will draw up a shortlist of candidates and interviews are expected to take place the week commencing 10<sup>th</sup> December 2018.

If at any stage you would like information on the progress of your application, please email: [recruitment@lease-advice.org](mailto:recruitment@lease-advice.org) or phone (020) 7832 2504.

Should you have a complaint about the way your application is handled you should contact LEASE in the first instance on [recruitment@lease-advice.org](mailto:recruitment@lease-advice.org) or phone (020) 7832 2504.

**APPLICATION FORM**  
**Position Applied for: Legal Adviser**

**Instructions for completion**

The application form is separated into 7 sections. Please read each page carefully and make sure you answer every question that is relevant to you. You can continue any answer on separate sheets if you wish but must clearly mark each sheet with your name and the part of the form that it relates to.

Please use black ink and BLOCK CAPITALS, if completing this application form by hand.

The completed form should be returned by email to: [recruitment@lease-advice.org](mailto:recruitment@lease-advice.org)

**Please note - due to an expected high volume of applications, only successful candidates will be contacted.**

## SECTION ONE – PERSONAL DETAILS

Title			
Surname			
First name(s)			
Home address	Postcode:		
Telephone	Home:	Mobile:	
	Work:	Mobile:	
(if applicable)	Fax:		
Which phone number would you prefer us to use?	Home phone <input type="checkbox"/>	Work phone <input type="checkbox"/>	Mobile <input type="checkbox"/>
E-mail address (If applicable)			
Occupation/current position			

## SECTION TWO – EMPLOYMENT HISTORY & QUALIFICATIONS

Please include details of your career history and other relevant experience. This might include employment, voluntary experience, involvement in the community, committee experience, board experience, and should include any public appointments held. (Please continue on a separate sheet if necessary.)

### EMPLOYMENT HISTORY

Name/address of employer or organisation	Dates from and to	Details (include position held and nature of work)



## **QUALIFICATIONS**

Please list relevant educational, professional or vocational qualifications

## **OTHER INFORMATION**

If there is any other general information you would like to include about your past experience, personal qualities and skills, please do so here.

### **SECTION THREE – PERSONAL QUALITIES, EXPERIENCE AND OTHER INFORMATION**

The role of Legal Adviser requires someone with strong interpersonal and communication skills who is able to act in an independent and unbiased manner and is able to contribute in an effective and efficient manner befitting Executive Non-Departmental Body status.

Please include no more than two sides of A4 to describe your own skills and qualities and how you would bring these to the work of LEASE. Please use examples to support your description. You may wish to refer to the job description, person specification and criteria for the post when completing this section.

## SECTION FOUR – POTENTIAL CONFLICTS OF INTEREST

**Do you have any business or other interests or any personal connections which, if you are appointed, could be misconstrued or cause embarrassment to LEASE, the Ministry of Housing Communities and Local Government (MHCLG) or the Welsh Government (WG) (who co-fund LEASE), or lead to a real or perceived conflict of interest were you to be appointed? (Failure to disclose such information could result in an appointment being terminated.)**

These could include financial interests or share ownership, active connections with a field of expertise in which LEASE works, membership of societies, activities, associations or employment of a partner or friend in the particular field in which LEASE operates.

Key members of staff such as Legal Advisers should ensure that any possible conflicts of interest are identified at an early stage and that appropriate action is taken to resolve them. No one should therefore use, or give the appearance of using, their position to further their private interests, or misuse their position as an employee of a public body to receive, agree to accept or obtain any payment or other consideration for doing, or not doing anything, or showing favour or disfavour to any person.

Any potential conflict of interest detailed here will not prevent you going forward to the interview stage but may, if appropriate, be explored with you during the interview to establish how you would address the issue(s) should you be successful in your application.

No ☐

Yes ☐

If yes, please give details:

## DISCLOSURE

Are you, or have you ever been subject to the disciplinary process of any professional body or your employer? (Tick as appropriate)

No ☐

Yes ☐

If yes, please give details including dates:

Have you ever been convicted of, or cautioned for, any criminal offence, other than a minor road traffic offence such as parking, or are any such proceedings pending?  
(Tick as appropriate)

No ☐

Yes ☐

If yes, please give details including dates:

Have you ever been adjudicated bankrupt, made a composition with your creditors, or been sued for judgement for any debt, or are any such proceedings pending?  
(Tick as appropriate)

No ☐

Yes ☐

If yes, please give details including dates:

### **SECTION FIVE - REFERENCES**

Please give the details of two people who may be asked to act as referees for you. They will be expected to have authoritative and personal knowledge of your achievements. The first referee will be asked to comment on your professional achievements. The second referee will be approached as a personal referee. If references are taken up, the referees will be approached only following a successful application.

<b>Reference One (Professional)</b>	<b>Reference Two (Personal)</b>
<b>Name:</b>	<b>Name:</b>
<b>Address:</b>	<b>Address:</b>
<b>Telephone:</b>	<b>Telephone:</b>
<b>E-mail:</b>	<b>E-mail:</b>

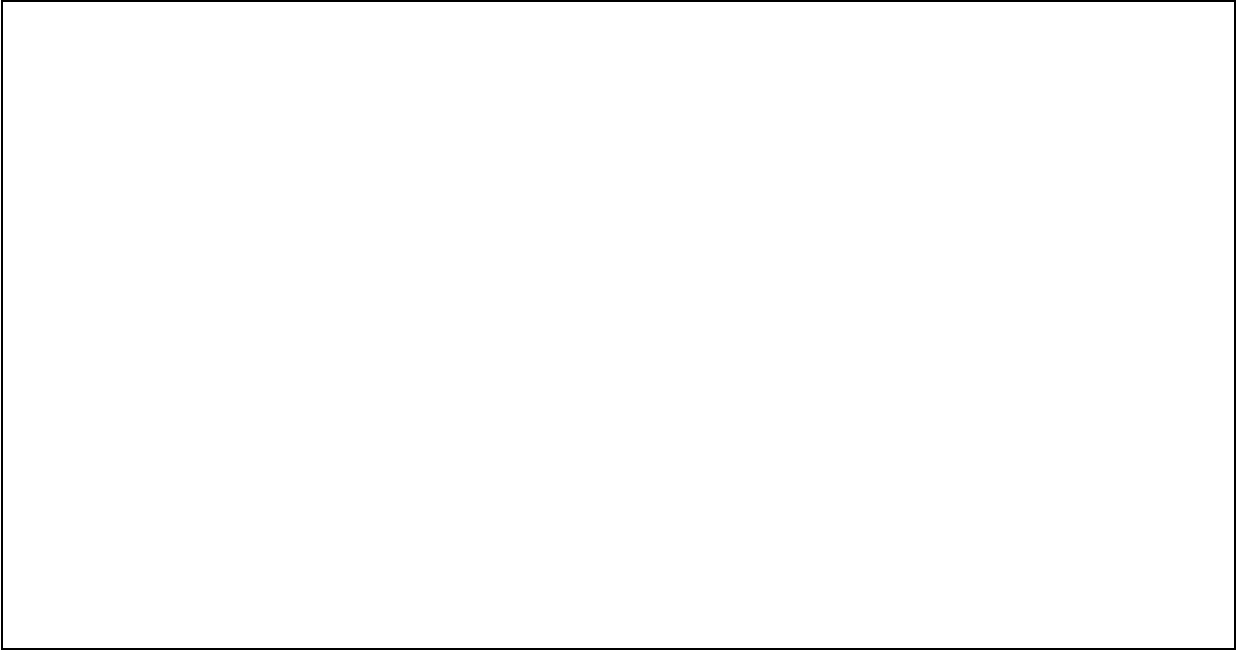
### **SECTION SIX – DECLARATION**

I declare that the information given on this application is complete and correct to the best of my knowledge. I have also read the information pack and can confirm that I am eligible to be considered for the appointment of Legal Adviser. I also certify that I will immediately inform LEASE of any change in circumstances that affect the answers that I have given in this application.

Signed .....

Date .....

In order to help us monitor the effectiveness of the way in which we publicise our appointments and plan for future recruitment rounds, please tell us how you found out about this vacancy.



### **DECLARATION**

I confirm that the information I have given is, to the best of my knowledge and belief, true and complete. I confirm that I understand the purpose of the monitoring form and the reasons for the collection of my personal data and that I agree to my personal data being used as stated.

Yes

☐

No

☐

Name:.....

Signature: .....

Date: .....



## **SECTION SEVEN – MONITORING FORM**

All public bodies aim to provide fair and equal access to public appointments and to ensure that all sectors of society are represented. The questions set out in this form help us to monitor the effectiveness of this policy by gaining a picture of all those applying for and obtaining appointments.

In addition, we may also be asked to provide information - in summary form only that does not identify individuals - in response to Parliamentary Questions and other public enquiries. In line with government policy, and in accordance with the provisions of current data protection regulations the information you provide will be held confidentially, retained for no longer than necessary and only used for the purpose of assessing your application for employment with LEASE.

This form will be kept separate from your application form and will not be seen by the interview panel. Assessment of your suitability for the post is made purely on the information you give on the application form and your performance at the interview, should you be invited. Appointments are made strictly on merit. We hope that this encourages you to complete the form.

Should you have any questions please contact Miss Nicolette Davis

Telephone 020 7832 2504

E-mail: [recruitment@lease-advice.org](mailto:recruitment@lease-advice.org)

Please tick the appropriate box:

Gender:            Male            ☐  
                      Female        ☐  
                      Prefer not   ☐  
                      to say

### Disability

The Disability Discrimination Act defines a person as disabled if they have a physical or mental impairment which has substantial and long term (ie has lasted or is expected to last at least 12 months) adverse effect on their ability to carry out normal day-to-day activities. Adverse effects may arise from external barriers experienced by people with impairments.

When you answer the question, you should not take into account the effect of any medication or treatments used or adjustments made (for example at work or at home) which reduce the effects of impairments. Instead, you should think about the effect the impairment would have if these were not being used or made.

Taking this into account, do you consider yourself to be a disabled person?

Yes    ☐  
No     ☐

Should you be selected for interview will any particular provisions or equipment be required?

### Ethnic Origin

Which group do you identify with? Please tick one box. The options are listed alphabetically.

<b>ASIAN OR ASIAN BRITISH</b>	
Bangladeshi	<input type="checkbox"/>
Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Any other Asian background (Specify if you wish)	<input type="checkbox"/>

<b>CHINESE OR OTHER ETHNIC GROUP</b>	
Chinese	<input type="checkbox"/>
Any other Chinese background (Specify if you wish)	<input type="checkbox"/>

<b>BLACK OR BLACK BRITISH</b>	
African	<input type="checkbox"/>
Caribbean	<input type="checkbox"/>
Any other Black background (Specify if you wish)	<input type="checkbox"/>

<b>MIXED</b>	
Asian & White	<input type="checkbox"/>
Black African & White	<input type="checkbox"/>
Black Caribbean & White	<input type="checkbox"/>
Any other Mixed Ethnic background (Specify if you wish)	<input type="checkbox"/>

<b>WHITE</b>	
White background (Specify if you wish)	<input type="checkbox"/>