

# Role Profile

## **Role Title: Conveyancing Coordinator**

**Business Area:** Development

**Department/Team:** Strategic Asset Management/ Asset Transactions

**Reports to:** Conveyancing Manager

**Direct Reports and span of control:** None

**Dimensions (budget holder, level of contract/systems etc responsibility):** n/a

**Created/Reviewed date:** October 2024

### **Role Purpose**

To support the internal conveyancing process for the disposal and acquisition of land and property assets ensuring that the legal transfer of these assets is conducted in accordance with Aster's legal and charitable duties and obligations.

Liaising with colleagues across the Department and wider business, as well as external legal representatives, regarding land and property matters such as the granting and reservation of rights and the implementation of covenants, always with the best interest of the Group in mind.

Working collaboratively with Land Enhancement, Options Appraisal, Void Disposal and Land & Property programme managers to ensure that Strategic Asset Management targets and objectives are met through land and property acquisition and disposal activity.

### **Key Accountabilities**

- Assist the team in the delivery of large volume disposals of void properties and other land holdings via private treaty and auction, as well as acquisitions of properties through stock transfers and private treaty. Coordinating the internal conveyancing process from the property selection stage through to post completion.
- Provide conveyancing and project support to the teams on disposals, acquisitions and strategic reviews and help to de-risk properties and land prior to disposal.
- Instruct and liaise with professionals including solicitors, agents, valuers and lenders in respect of a disposal and other consequential land matters which may include restrictions, easements, charges, sales of surplus land, deeds of variation, etc. as a representative of the Group.
- Collate legal packs and complete on behalf of the Group the conveyancing protocol forms including Sellers Property Information form, Leasehold Information form and Commercial Property Standard Enquiries where applicable. With the assistance of our operational teams and other resources you will respond to enquiries received from our legal representatives which may be raised by a prospective Buyer.
- Undergo site visits to assist with the defining of boundaries, establishing rights of way and clarifying responsibilities for shared services and amenities.

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- Review new and existing legal documents including title documents and liaise with our legal representatives in accordance with established Group protocol for land matters and advise other teams and colleagues accordingly.
- Approve and facilitate completion of miscellaneous legal documentation prepared by our legal representative including the Contract for Sale, Transfer Deed, Leases, Forms of Discharge, Certificates of Compliance, Deeds of Covenant, and other Deeds as may be applicable.
- Co-ordinate the signing and sealing of documents within agreed timescales and in accordance with Governance processes and obtain where necessary internal and external legal, regulatory and lender consents.
- Ensure appropriate detailed case management records are filed appropriately and kept up to date.
- To comply with all conveyancing law, policies, procedures and codes of conduct within agreed timescales and cost-effective basis.
- Contribute to the improvement of services & systems, planning, organisation and monitoring of work in the conveyancing phase of disposal projects.
- Promote and maintain professional relationships with estate agents, auctions houses, valuers, solicitors and professional consultants.
- To provide cover and support for projects in other regions as required.
- Assist the team in the development of departmental procedures in line with changes in legislation and areas of new business related to the work of the Strategic Asset Management Team.
- To take responsibility for own personal development, updating knowledge of changes in legislation, best practice and other developments relevant to the post holders service and which affect the wider business.

## Experience and Qualifications

- Educated to GCSE standard (or equivalent), including English and Maths at Grade 4/ C or above.
- Experience working within a property law and conveyancing environment is essential to the role.

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- Comprehensive understanding of the principle of title and property documentation and the conveyancing process.
- Understanding of the responsibilities placed by the statutory obligations governing this sector.
- Excellent communication skills and ability to convey complex information to various audiences is essential.
- Well organised and pragmatic, process driven and able to use initiative when working independently.
- Ability to maintain a high level of accuracy and attention to detail, particularly when working under pressure.
- Good at analysing problems and can readily provide solutions.
- Knowledge and experience of Microsoft systems.
- Ability to demonstrate a high level of customer service in all undertakings.
- Ability to coordinate multiple projects and prioritise workloads in a changing environment.
- Ability to work within a team environment, developing strong and productive internal and external relationships with colleagues and stakeholders.
- Full driving licence is essential as travelling between offices and conducting site visits is required.