

About us...



Lincolnshire Co-op, based in the historic city of Lincoln, is one of the most successful and progressive independent co-operatives in the country, with an annual turnover in excess of £300 million.

Essential Information – what you need to know

Job purpose:	<ul style="list-style-type: none"> - Providing professional support and guidance on a range of Legal matters and sharing best practice across our Society.
You'll report to:	<ul style="list-style-type: none"> - Group Secretary and General Counsel
Your hours	<ul style="list-style-type: none"> - 39 hours per week (FTE), with hybrid working available.
Your relationships:	<ul style="list-style-type: none"> - Build and sustain trusted relationships within the Corporate Confidence and Assurance, Property and Leadership Teams.
Your purchasing authority:	<ul style="list-style-type: none"> - Authority to sign off invoices to an agreed amount.
What you'll bring to us:	<ul style="list-style-type: none"> - 6-8 years plus POE, ideally working within commercial property (in private practice or in-house). - A basic knowledge of planning frameworks, construction law, Affordable/Social Housing arrangements and/or competition law would be advantageous. - The ideal candidate will be enthusiastic, focussed and can handle a varied caseload with minimal supervision. - Collaborative, with a strong ability to communicate and business partner with those who are not specialists in this area. - Able to be pragmatic with the ability to balance legal risk with commercial objectives and operational effectiveness. - Strategic thinker able to view transactions and schemes within the broader context of the Society's purpose and longer-term portfolio objectives.



Providing and supporting
valued services



Helping to grow the
local economy



Caring for our
health and wellbeing



Looking after
our local environment

Together we are...

Your Purpose – I will contribute to my team and the Society’s ongoing success in this role by...

Your duties and responsibilities

Property

- Managing strategic property disposals and acquisitions, acting as the overall point of contact for internal stakeholders and external counsel.
- Dealing with development work to meet an intensive acquisition programme including purchases of land for development, existing commercial property and assisting with business acquisitions.
- Reviewing, drafting and negotiating a wide range of development property transaction documents including general Development Agreements (both conditional and unconditional), Option Agreements, Transfers and Planning Agreements and documents.
- Dealing with Leases, Licences and Assignments for the Society’s extensive property portfolio.
- Working closely with other team members and the Society’s Property team of in-house surveyors and managers, advising them on a broad range of legal issues when required (both commercial and residential).
- Building and maintaining a detailed knowledge of property legislation and case law and facilitate targeted training and awareness within the Property team and other internal stakeholders where appropriate.
- Acting as the key relationship contact for the Society’s appointed external counsel on property related matters, driving quality, value and accountability to ensure delivery of a best-in-class service to the Society.

Commercial

- Overseeing the work of the Commercial Legal Counsel, ensuring that the Society’s commercial contracts comply with internal corporate governance requirements, and are aligned to the Society’s strategic plan.
- Supporting the development of a strong programme of training and development across key internal stakeholders to ensure a strong culture of legal compliance is embedded across the Society.

Your duties and responsibilities (continued)

General

- Working proactively as a member of the Corporate Confidence & Assurance team to ensure that requests for advice and support are dealt with professionally and in a timely manner.
- Supporting the Group Secretary and General Counsel in building a best in class in-house legal function that provides high quality and pragmatic advice in a fast-paced environment.
- Demonstrating commercial awareness so that the in-house team is seen as a value adding asset.
- Showing willingness to broaden disciplines and expertise as a member of a full-service legal function supporting diverse trading activities.
- Working closely with the business to strengthen the visibility of the in-house team by being approachable, commercially minded, and striving to identify solutions.
- Being a role model for the Society's values and behaviours.



Together we are...

- **Helpful** – we'll look for ways to make a difference
- **Inspiring** – we'll help everyone be the best they can be
- **Trustworthy** – we can be relied on

Your Approach – how you will contribute to your team and the Society's ongoing success in this role.

I will be helpful by:

- Responding positively to requests from colleagues and customers.
- Trying to get it right first time.
- Resolving customer complaints and take corrective action.
- Sharing my knowledge with my colleagues.
- Offering to help before being asked.
- Going above and beyond.
- Contributing to the team and its success.

I will inspire others by:

- Supporting and encouraging one another.
- Being a positive role model.
- Listening and learning from my colleagues and line manager.
- Building strong relationships with customers and colleagues.
- Suggesting new ideas and trying new things.
- Taking pride in my work and celebrating success.

I will be trustworthy by:

- Using good judgement in all situations.
- Being open and honest.
- Take responsibility for my work and delivering positive outcomes.
- Treating everyone fairly and with respect.
- Doing my best for each other and our communities.



Your behaviours

- Deciding and Initiating Action** – responding suitably to values-led decisions
- Applying Expertise and Technology** – being the subject matter expert when needed
- Planning and Organising** – taking ownership to meet goals and targets
- Delivering Results and Meeting Customer Expectations** – meeting customer demands through a commitment to continuous improvement

Your Behaviours – how you will contribute to your team and the Society’s ongoing success in this role.

I will decide on the right course of action by:

- Identifying opportunities or challenges before they become critical.
- Anticipating potential problems and taking preventive measures.
- Taking responsibility for my decisions and their outcomes.
- Taking the lead in addressing issues or pursuing new initiatives
- Learning from my successes and my failures.

I will apply my expertise appropriately by:

- Regularly updating my skills and knowledge to adapt to new technologies.
- Applying my knowledge to analyse and solve complex problems.
- Communicating my findings in a clear and actionable manner.
- Aligning technology initiatives with the strategy of our Society.
- Sharing knowledge with my team to create a culture of ongoing learning.
- Acting as a subject matter expert in relevant technical areas.

I will plan and organise my time effectively by:

- Planning activities and projects well in advance and remaining aware of possible changing circumstances.
- Identifying and organising the resources needed to accomplish tasks.
- Monitoring performance against deadlines and milestones.

I will consistently deliver results and meet expectations by:

- Establishing clear, measurable goals aligned with business strategy.
- Understanding and anticipating customer needs and expectations.
- Taking steps to enhance the overall customer experience.
- Regularly reviewing and refining processes to improve efficiency.
- Maintaining flexibility in the face of unexpected challenges.
- Actively seeking feedback to identify areas for improvement.