

## 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

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



**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 contract (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 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.

#### 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.
- 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.