



# SOLICITOR - COMMERCIAL PROPERTY

Flexible Location (Hybrid  
Working)



WOODCOCKS  
HAWORTH  
& NUTTALL



# JOB DESCRIPTION



At WHN Solicitors, we believe that our people are the core of our success. We pride ourselves on providing exceptional legal services with a human touch. Over the past five years, we have developed this culture and grown with 110 colleagues across nine locations. We have been nationally recognised as leaders of our field in Legal 500 and Chambers & Partners.

Join our dynamic and forward-thinking law firm, with expertise in commercial property law. With an impressive portfolio of clients and a reputation for excellence and client satisfaction, we provide a challenging yet rewarding environment. We are committed to fostering growth, innovation, and career development within our practice.

## Overall Purpose

Manage a diverse portfolio of commercial property matters ensuring expert legal support and commercially viable advice to clients.

Build and maintain professional client relationships with the aim to win and retain business.



[www.whnsolicitors.co.uk](http://www.whnsolicitors.co.uk)

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## Principal Responsibilities

- Manage a diverse portfolio of commercial property transactions, including but not limited to acquisitions, disposals, leases, and development work.
- Advise clients on a broad range of commercial property matters, ensuring comprehensive and commercially viable solutions tailored to the clients' individual needs.
- Research and analyse documents and case law to ensure the accuracy of advice and procedure.
- Keep updated of changes in property law and market trends, ensuring clients receive up-to-date and relevant advice.
- Lead negotiations and accurately draft contracts, leases, and other legal documents.
- Provide strategic advice on property investments and portfolio management.
- Develop and maintain strong client relationships, acting as the primary point of contact.
- Identify and instruct suitable experts, where required.
- Manage and coordinate all aspects of the case to ensure deadlines are met and escalate where appropriate.
- Maximise professional contacts to gain new business and contribute to the growth of the firm.
- Actively monitor and meet your own time recording and billing targets.
- Supervise, train, coach and mentor (and delegation of work to) Trainees, Paralegals and Support staff – to facilitate the achievement of their objectives and professional development goals.
- Work diligently complying with the professional standards as defined in the Office Manual and by the SRA, Lexel, the CQS and the Legal Services Commission.
- Ensure all information regarding the firm, its clients and their business is kept strictly confidential.
- Wherever possible, utilise available software to provide a quality, cost effective and efficient service to clients
- Take responsibility including proactively participating in activities to ensure your personal development is maintained including keeping up to date with the changes in the area of law in which you practice.
- Understand the firms marketing strategy, contribute to business development initiatives, including networking and attend and positively represent the firm at industry events when appropriate.
- Any other such duties that will assist in the growth and development of the department/firm to support the effective operation of the business. .

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## Competencies required for the role

### EXCELLENCE

Acts as a professional at all times remembering to represent the reputation of yourself, clients and the firm.

### INNOVATION

Constantly aims to provide the highest quality in everything we do and embraces modern working practices.

### INTEGRITY

Acts honestly and fairly displaying core values, is accountable and looks for positive solutions.

### CLIENT FOCUSED

Acts in the clients' best interests ensuring that we go the extra miles to ensure 100% satisfaction.

### INCLUSIVITY

Working with colleagues, clients and partners to form a seamless team.



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## Person Specification

		Essential	Desirable
QUALIFICATIONS	Qualified Solicitor 3 - 6 years PQE Current practising Certificate with no conditions	✓	
EXPERIENCE & KNOWLEDGE	Microsoft applications	✓	
	Case Management systems		✓
	Experience of a range of commercial property matters, including but not limited to; acquisitions, disposals, leases, and development work	✓	
	Understand the value of diversity		✓
	Knowledge and experience of health and safety		✓
SKILLS	Developing and maintaining strong client and colleague relationships	✓	
	Strong research and analysis skills	✓	
	Pro-actively work on own initiative with the ability to know when to escalate matters	✓	
	Work within a team in a cohesive manner	✓	



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## Person Specification

		Essential	Desirable
	Communicate in a sensitive, clear and unambiguous manner	✓	
	Ability to meet sometimes urgent deadlines while maintaining accuracy skills	✓	
	Demonstrate resilience when problem solving	✓	
	Professional approach and good client handling skills	✓	
	Work in an organised and methodical manner	✓	
PERSONAL VALUES	Enthusiasm for and commitment to the work we do	✓	
	Ambitious with strong desire to learn	✓	
	Acts with fairness, honesty and trustworthy in all dealings	✓	
	Full clean driving licence		✓
	No criminal convictions	✓	



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## What We Offer

- Competitive salary
- Comprehensive benefits package, including private healthcare, pension scheme, and the option of flexible working
- Opportunities for career progression and professional development.
- A supportive and inclusive work environment.

## How to Apply

If you are a dedicated and ambitious Solicitor with a passion for commercial property law, we would love to hear from you.

Please submit your CV and a cover letter outlining your experience and suitability for the role to [jobs@whnsolicitors.co.uk](mailto:jobs@whnsolicitors.co.uk)

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, or age.

For any enquiries regarding the role, please contact Kay Jackson-Leigh at [kay.jackson-leigh@whnsolicitors.co.uk](mailto:kay.jackson-leigh@whnsolicitors.co.uk) or 0161 761 4611

**Join us and be part of a firm that values excellence, innovation, and a client-focused approach to commercial property law.**