

A man in a grey suit and white shirt stands in a modern office with large windows, gesturing with his right hand while speaking to a group of people seated around a table. A woman with blonde hair is visible in the background, and a man is in the foreground, seen from the side. A small potted plant sits on the table.

Forward thinking
Straight talking

Real Estate Dispute Resolution Legal Executive

JOB SPECIFICATION

Gateley / LEGAL

POSITION:	Real Estate Dispute Resolution Legal Executive
LOCATION:	Birmingham
CONTRACT TYPE:	Permanent

The *role*

We are looking for a proactive and detail-focused Legal Executive to join our busy and growing Real Estate Dispute Resolution team in Birmingham. This role is designed to support several key workstreams and help us deliver a consistent, high-quality service to our clients.

You'll work closely with our newly appointed PSL, Lauren Bennett, who is leading the development of precedents and processes to ensure a consistent high-quality service for our clients. You'll also support senior fee earners on a growing caseload of contested and uncontested lease renewal matters.

This is a brilliant opportunity for someone looking to build their technical skills, gain exposure to a wide range of property litigation matters, and grow within a supportive and collaborative team.

Key Responsibilities:

- Manage and progress a caseload of property litigation matters, including:
 - Preparation and service of break notices,
 - Preparation and service of notices under the Landlord and Tenant Act 1954
 - Managing uncontested lease renewal proceedings up and including Directions stage
 - Drafting Dilapidation settlement agreements
 - Assisting with residential possession claims
 - Drafting and service of notices pursuant to Section 5 of the Landlord and Tenant Act 1987 (right of first refusal)
 - Title and boundary issues
 - Assisting with the preparation of court hearings
- Assist with the initial stages of contested lease renewal matters
- Use and contribute to the development of standardised precedents and processes
- Liaise with clients, counsel and third parties in a professional and timely manner
- Maintain accurate records and billing information to support profitability
- Work collaboratively with colleagues across the team, sharing knowledge and supporting junior team members as appropriate

The *team*

At Gateley, our Real Estate Dispute Resolution team is at the forefront of resolving complex property disputes with a blend of technical knowledge, commercial acumen and expert insight. We pride ourselves on being forward thinking and straight talking — delivering practical, commercial solutions that align with our clients' objectives.

We work with a diverse client base including property owners, corporate occupiers, developers, investors and telecoms companies. Our approach is to resolve disputes early, using mediation and alternative dispute resolution wherever possible. When needed, we guide clients through court proceedings, arbitration and adjudication with confidence and clarity.

Led by Dawn Reynolds, with support from Martin Thomas and Gary Bird, our team is committed to maintaining the quality and consistency of our service. We bring our personality and perspective to every case we handle.

Join us and be part of a team that's dedicated to achieving the best outcomes for our clients — and for each other.

The *person*

We're looking for someone who brings energy, focus and a desire to grow. You'll be someone who thrives in a collaborative environment and is ready to take ownership of your work.

Essential:

- Qualified Legal Executive (CILEx) or equivalent experience in a paralegal role within property litigation
- Strong understanding of civil procedure and property litigation processes
- Excellent written and verbal communication skills
- Ability to manage a busy caseload with minimal supervision
- Commercial awareness and a focus on delivering value to clients
- Confident using legal technology and case management systems

Desirable:

- Experience working with precedents and process-driven legal work
- Familiarity with lease renewals under the Landlord and Tenant Act 1954
- Previous experience supporting telecoms-related property matters

The *benefits*

With support, coaching and feedback from some of the most engaging colleagues around our great development and progression opportunities will reward your commitment and loyalty. We offer a competitive remuneration package where you'll be rewarded for your individual performance with an opportunity to receive an annual bonus.

In addition, we have a wide range of learning and development opportunities via our Learn platform to develop new skills and progress your career. Our My Flex comprehensive rewards package includes options covering annual leave (and the benefit of purchasing extra days), cycle to work, critical illness benefit, employee

assistance programme, group personal pension, health care, season ticket loan and many more benefits (grade dependent). Finally, with Perks At Work/Home you can select a host of retail benefits that suit your needs alongside a Community Online Academy, free courses for all from fitness to coding to languages to hip hop dance.

We are *Gateley*

We are forward thinking and straight talking, our approach is to find solutions to the problems that our clients face. Gateley is a legal and professional services group, we are a group of formidable experts in all areas of law and business. Passionate problem solvers, we get our kicks from finding the right answers and getting our legal and business clients where they need to be. We support more than 5,700 active clients, ranging from FTSE 100 companies to private individuals, in the UK and beyond. Being part of Gateley is not just about the expertise that you bring; it's about attitude too.

The 'Gateley Story' is the story of our people and our culture. It is what has got us to where we are today as a successful business and it's the driving force behind the Gateley Team Spirit and the values that have shaped it. We have a set of shared internal values that capture what the Gateley Team Spirit is and this includes five elements that bind us all together as one Gateley: Ambitious for Success, Forward Thinking, Room to Breathe, Trusted to Do and Working Together. Every year across the group, we recognise members of our team that have gone above and beyond and have lived these shared values. They are recognised at our annual Gateley Team Spirit awards.

Diversity, inclusion and well being

Diversity, inclusion and well being is an important part of Gateley's culture and values. We recruit talented people from a diverse range of backgrounds and cultures, providing equal opportunities for all to join our team regardless of age, sex, race, sexual orientation, disability, or culture.

We create an exciting and rewarding place to work that aims to fulfil everyone's potential and together to achieve personal and business goals. We offer flexible working patterns to help our staff achieve a good work/life balance and we encourage candidates seeking flexibility in their next role to apply for any of our vacancies.

We are proud to have been recognised by The Law Society as gold standard for our Diversity and Inclusion Charter and to be Stonewall Diversity Champions.

Additional Information

If you are successful in receiving an offer of a role with our company a variety of pre-employment screening checks will be completed. Our screening checks can include but are not limited to your eligibility to work, professional and academic qualifications, any criminal records, your financial stability and references from previous employers. The screening that takes place will be relevant to your role and will vary from role to role.



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