

Real Estate PSL

Summary of the role

This position will involve working closely with the Real Estate team to:

- produce high quality knowledge content for the team, enabling fee earners to deliver a first-class service to clients with accuracy, speed and confidence;
- identify areas for improvement around the delivery of our work product based on changes in the law, technology and best practice;
- manage the Real Estate team's precedent library by making recommendations for updating and rationalising the content and identifying gaps;
- coordinate the production of new and revised precedents;
- develop innovative ways in which to better serve our clients and support our fee earners;
- oversee a regular training programme both internally and using external providers.

The candidate must be passionate about their work and inspired by the impact it has on our business and our clients.

The role will suit a confident and enthusiastic individual who is committed to providing our clients with the best real-world outcomes from challenges involving the law. It is an excellent opportunity for an individual wanting to:

- use their technical legal excellence in commercial real estate and their solid understanding of available legal technologies to improve the delivery of real estate legal services;
- be part of a firm where knowledge management and client service are strategic priorities; and
- provide KM support to a large team of real estate fee earners.

Key responsibilities

Work collaboratively with the existing Real Estate team to:

- keep the team informed about legal and market issues as they arise;
- design and, where appropriate, deliver technical real estate training programmes;
- deal with ad hoc technical queries from the team;
- communicate and, where appropriate, project manage the implementation of new and ongoing KM initiatives;
- attend external training and conferences to keep up-to-date with relevant developments in the law, business environment and professional support;
- maintain, develop and update our existing collection of knowledge resources, which include particular standard forms and accompanying drafting notes, best practices and how-to legal memos, a library of precedent documents from transactions and other materials useful to the team;
- write or assist with articles for publication and generally enhance WB's reputation in the market;
- develop and maintain the knowledge-related aspects of the real estate intranet page;
- assist with explorations of cutting-edge approaches and technology related to improving practice efficiency;
- support the team in sharing of knowledge, information and best practice.

Experience and qualities

- excellent technical knowledge and experience gained in Real Estate (preferably with a commercial property background) and a genuine enthusiasm for the practice area and how it will develop in the future;
- knowledge management experience (with a track record of developing ideas for better leverage of collective wisdom) is desirable but not essential;
- excellent drafting and research skills with the ability to present complex concepts in an accessible way;
- consultative and analytical mindset with pragmatic approach;
- interest in or experience of legal technology, including document automation, AI tools and e-signature platforms;
- comfortable working under pressure with the ability to plan and prioritise work and deliver to tight or changing deadlines whilst maintaining excellent attention to detail;
- a proactive and collaborative team member with a professional, user focussed approach;
- some experience of delivering training;
- confident self-starter with drive, initiative and a “can do” attitude.

Please note that we will consider candidates who are looking for a full-time or part-time working arrangement.

Agile working statement

At Wedlake Bell, we are committed to encouraging a healthy work – life balance. As part of this, we recognise that allowing individuals to adapt their working patterns to better suit their role and personal circumstances can improve motivation, performance, productivity and reduce stress.

Equal Opportunities at Wedlake Bell LLP

Wedlake Bell LLP is committed to providing equal opportunities in every aspect of employment and promoting an open and friendly culture that is inclusive and fair. We recognise that people have different backgrounds and experiences which can bring value to the workplace. We aim to create a working environment in which all individuals are able to make the best use of their skills, free from discrimination or harassment, and where all decisions are based on merit.

All employees and job applicants will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation. These are known as "Protected Characteristics".

If you are interested in this role, please contact Maria Faraheen, HR Manager at

mfaraheen@wedlakebell.com