

Associate/Senior Associate, December 2023

The firm

Town Legal is a specialist planning law firm created in 2016 by some of the leading figures in the planning law sector. We take pride in providing high-quality legal services to our clients and are passionate about making a positive impact on the built environment.

Careers at Town offer exceptional opportunities to work on all aspects of planning law across England and Wales. We act for a wide range of clients, including developers, landowners and public authorities and provide an unparalleled opportunity for our team to advise on complex planning law matters in a supportive small firm environment.

Focusing on one area of law has allowed us to carve out a unique brand in our market place. We have been voted the most highly rated planning law team in the country in Planning Magazine's 2019-2023 surveys and we were awarded Boutique Law Firm of the Year at The Lawyer Awards in 2020. We have featured in The Times survey for Best Law Firms each year since 2020 and rank highly in the legal directories.

Role & responsibilities

You will work as part of our team on a wide variety of projects, advising clients and working alongside a range of consultants and other solicitors and barristers. You will have lots of opportunity to expand not only your legal skills, but also your professional network whilst working with us.

Your client work is likely to include a mix of strategic planning advice; legal reviews and input into the scope and form of planning applications and environmental impact assessments; drafting and negotiating s106 agreements, s278 agreements, highways licences, etc; research and advice notes; CPO and compensation advice and hearings; statutory reviews and planning appeals; and advice on purchase, sales and finance transactions.

For our clients, you will be reliable and responsive, able to manage and meet/exceed expectations and keen to think ahead to try to anticipate their needs. You will form strong working relationships built on trust and credibility.

We work as one team at Town, both internally and with our clients and their advisers. You will be a key part of our team. You will be proactive with sharing and developing knowledge and expertise through internal and external training opportunities; you will contribute to marketing and business development activities; work to develop and support others in the team; and will be organised and efficient with your time recording and client management/finance processes.

Skills & experience

The ideal candidate will:

- be a qualified lawyer (whether in a law firm, in-house or at a local planning authority) with at least two years proven experience in planning matters such as those outlined in the role description above;
- be sensitive to client needs and requirements, and adept at building and maintaining trusted relationships with clients and colleagues;
- demonstrate proven ability to exercise sound judgement on complex matters;
- enjoy investing in their own personal growth and development, and feel enthusiastic about the prospect of contributing to the success of the firm;
- promote Town's values and act as a positive role model to those at all levels, by proactively sharing their knowledge and recognising and supporting the success of others;

- value difference and consistently behave in a way that fosters an inclusive and respectful working environment;
- enjoy working both independently and as part of a team and show a real interest and love for planning and the built environment;
- be proficient using document management software, legal research tools and the full Microsoft Office Suite;
- have excellent communication skills, with the ability to adapt their approach to the needs of the client and others; and
- have exceptional organisational skills, a keen eye for detail, and the ability to manage multiple tasks simultaneously whilst meeting deadlines.

What's in it for you?

A career at Town offers a unique opportunity to work with and learn from some of the leading and most respected planning lawyers in the industry, whilst using your skills, perspectives and ideas to help us to shape the firm for future generations.

Our employee benefits package includes:

- 26 days annual leave, plus an additional day to use within a week of your birthday
- Private medical and dental insurance schemes
- Contributory pension scheme
- Eligibility to join our profit share scheme upon completion of probation

This role is offered either on a full-time or part-time basis. Many of our people work flexibly to accommodate responsibilities and individual needs outside of the office. While we recognise the value of bringing our people together for part of each working week, our culture also promotes and supports agile and flexible working.

Diversity & Inclusion at Town Legal

At Town, we recognise the benefits diversity brings to both our culture and our ability to meet the needs of the clients and communities we serve. We strive to create an inclusive environment where all employees feel valued respected and able to fulfil their potential. We are an equal opportunities employer. Decisions relating to recruitment, development, promotion and reward are made in relation to role requirements and are not influenced by age, disability, ethnicity, gender identity or expression, marital or civil partnership status, pregnancy or maternity, religious belief, sex, sexual orientation or any other characteristic protected by law.

If you require any reasonable adjustments or accommodations at any stage in the recruitment process, please contact Charlotte Rudd, HR Manager at charlotte.rudd@townlegal.com. Charlotte will work closely with you to ensure a smooth and supportive experience both during the recruitment process and during onboarding if you secure the role.

We welcome direct applications from candidates. Recruiters: please note Town Legal has a Preferred Supplier List in place. CVs from agencies who are not on our PSL will not be accepted.

Please submit a CV by Monday 15th January 2024. First-stage interviews will be arranged at the end of January.