

Job Description – Associate and Innovation Lead

The firm

Town Legal is a specialist planning law firm created in 2016 by some of the leading figures in the planning law sector. Focusing on one area of law has allowed us to carve out a unique brand in our marketplace. We were voted the most highly rated planning law team in the country in Planning Magazine's 2019-2025 surveys, we featured in The Times survey for Best Law Firms 2020-2025 and we rank Band 1 in the legal directories.

From the outset we have sought to innovate and to look for new ways to work and disseminate information, retaining a "startup" mentality but with an influential voice and role in the English planning "eco-system".

A career at Town offers exceptional opportunities to work on all aspects of planning law across England and Wales and act for a wide range of clients, including developers, landowners and public authorities.

Role & responsibilities

We are looking for a lawyer that would have a dual role: part fee-earning; and part leading on researching, testing and championing our innovation workstreams, working closely with those responsible within the firm for knowledge and learning, IT and business development. Over time, we envisage that the candidate would also grow an increasingly strong external presence within the field of planning/legal innovation.

In relation to innovation, your role will include:

- working with our Innovation Committee, and over time becoming increasingly influential within it, to identify opportunities for us to provide quality output most efficiently, including identifying potential products appropriate to Town Legal, testing them alongside colleagues and championing their adoption. This is likely to include "sprints" in relation to regular processes such as the preparation of advice notes and the drafting and negotiation of agreements as well as more specialised use cases;
- reporting to the head of the Innovation Committee as to opportunities and progress; and
- assisting with the roll-out of training to our lawyers in relation to innovation tools and new techniques of working.

In relation to client work, your role is likely to include a mix of:

- strategic planning advice;
- research and advice notes;
- legal review and input into planning application documents and environmental impact assessments;
- drafting and negotiating s106 agreements, s278 agreements, highways licences;
- CPO and compensation advice and hearings;
- statutory reviews and planning appeals; and
- planning advice on purchase, sales and finance transactions.

You will also be expected to:

- be proactive with sharing and developing knowledge and expertise through internal and external training opportunities;

- contribute to marketing and business development activities;
- work to develop and support others in the team; and
- 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 experience in planning matters such as those outlined in the role description above;
- have experience working with AI and the desire to develop innovative products for our business, with coding skills desirable;
- enjoy working both independently and as part of a team and show a real interest and love for technology, planning and the built environment;
- enjoy investing in their own personal growth and development, be keen to share their knowledge and develop and support others; and feel enthusiastic about the prospect of contributing to the success of the firm;
- be adept at building and maintaining trusted relationships with clients and colleagues;
- value difference and consistently behave in a way that fosters an inclusive and respectful working environment;
- be proficient using document management software, legal research tools, AI products 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 Legal 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 and ideas to help us to shape the firm for future generations.

This role is offered either on a full-time or part-time basis (four days minimum). Many of our people work flexibly to accommodate responsibilities and individual needs outside of the office. Whilst 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.

We offer a comprehensive employee benefits package which includes:

- 26 days' holiday per year (FTE) plus 1 additional day for your birthday
- Private medical insurance
- Dental insurance
- Contributory pension scheme
- Life assurance
- Enhanced family leave provisions

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 our HR Manager: sharon.xenophontos@townlegal.com or 07389 723205. Sharon will work closely with you to ensure a supportive experience both during the recruitment process and 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.

Subject to selected candidates' availability, first-stage interviews will be arranged for the first week of November 2025.