

Role profile



Role title:	Legal Assistant
Reports to:	Legal Manager
Department Head:	Property and Strategy Director
Location:	Hybrid – Head Office based, office working 1-2 days per week

Objectives of the role

- To provide legal support and advice to the business including internal teams and licensees.
- To manage the processes around Landlord & Tenant Act and Pubs Code and ensure compliance with relevant timelines.
- To ensure compliance with relevant laws and regulations

Key Responsibilities

Day to Day Responsibilities:

- Manage all Landlord and Tenant and Pubs Code processes including:
 - Ensuring compliance with Pubs Code regarding the issuing of rent proposals and rent assessment proposals
 - Responding to Market Rent Only notices and issuing proposals
 - S25 and S26 notices
 - Surrenders and Agreement to Surrenders
 - Preparing and negotiating leases
- Non-licensed property leases
- Title issues, investigations and reviews through Land Registry records and property deeds
- Requesting formal consents and licences from superior landlords
- Reviewing tenancy agreements and providing advice to the business regarding contractual terms and responsibilities
- Instructing and liaising with external lawyers to act in possession proceedings and other litigation matters

Skills and Experience

- Previous legal experience
- Enthusiastic, pro-active and motivated individual
- A confident communicator with a strong level of written and verbal skills

- Great organisational skills and an ability to work in a busy environment and to prioritise and work to tight timescales
- Strong Word and letter writing skills
- Interpersonal skills with the ability to work well as a team and on an individual basis
- High degree of accuracy and attention to detail is a must
- Able to present at field-based team meetings and other team meetings

Key Relationships:

- Legal Manager
- Business Development Managers
- Licensees
- Operations Support team
- Regional Operations Directors
- External Legal advisors
- Property & Strategy Director

Working Arrangements:

This is a hybrid role which is office based. The expectation is that the person within this role works from the office at least 1-2 day per week depending on business requirements.

Admiral Taverns Values and Behaviours

Core to the Group's ongoing success is the strength of our team. We are incredibly proud of the culture we have developed across our business. Our team are passionate, hardworking, dedicated and ambitious. Our team developed the company values themselves which means that we live these through to the core of our business. Everything we do as an organisation revolves around supporting and enabling our licensees to make their business the very best it can be.



Behaviours

1. Clarity for all
2. Positive attitude
3. Passion to succeed
4. Collective accountability
5. Mutual trust
6. Achieve together



Behaviours

1. Show empathy
2. Listen and understand
3. Support, guide, develop
4. Communicate clearly
5. Recognise and appreciate
6. Respect each other



Behaviours

1. Don't fear failure
2. Make impossible possible
3. Innovate and motivate
4. Remove barriers
5. Aim higher
6. Make a difference



Behaviours

1. Take ownership
2. Can do attitude
3. Exceed expectations
4. Aim high
5. Challenge positively
6. Deliver on time



