

## Job Description - Associate

### 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 2019-2024 surveys, we featured in The Times survey for Best Law Firms 2020-2024 and we rank highly in the legal directories.

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

Our Associates work on a huge variety of projects, advising alongside a range of consultants and other solicitors and barristers. You would 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;
- 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, etc;
- CPO and compensation advice and hearings;
- statutory reviews and planning appeals; and
- planning advice on purchase, sales and finance transactions.

You will be expected to:

- be reliable and responsive, able to manage and meet/exceed expectations and keen to think ahead to try to anticipate the needs of clients and colleagues;
- form strong working relationships built on trust and credibility;
- 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 up to three years' 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;
- 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 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 per week or more). 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 Sharon Xenophontos at [sharon.xenophontos@townlegal.com](mailto: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.

First-stage interviews will be arranged for May 2025.