



Creating great homes together

Role Profile

Position

Governance Legal and Risk Administrator

Reporting to

Senior Lawyer

What you can expect

We're a magnificent place to work, where talented and ambitious people enjoy rewarding, purposeful and fulfilling careers in an inspirational environment.

- At Magna, we are committed to your growth and professional journey. We offer ample opportunities for further training and development, empowering you to excel in your career. Our comprehensive benefits package underpins our commitment to your well-being and includes a generous Pension Scheme, Health Care Cash Plan, Wellbeing Portal and Employee Assistance Program. These resources are designed to support both your mental and physical health, ensuring your success in both personal and professional aspects of life.
- We actively support our local communities and encourage employee involvement by offering one paid day per year for volunteer activities alongside access to Credit Union facilities and Colleague Voice. You will also benefit from Company Sick Pay and a competitive annual leave entitlement, which increases progressively with your length of service over the first five years.

What you are known for

- Being passionate about providing an excellent service to customers.
- Prioritising your workload and multi-tasking.
- Working confidently at pace without compromising quality.
- Being able to learn new skills quickly.
- Working well on your own as well as collaborating with colleagues.

What you take care of

- Provide administrative support to provide a seamless legal service.
- Leading on landlord health and safety legal compliance access matters, including liaising with customers and colleagues, sending appointment letters, arranging access, and compiling information for the legal court pack.
- Collating and preparing the repairs investigation report for Disrepair claims.
- Assisting in all administrative tasks relating to Disrepair claims.
- Dealing with applications from customers who wish to buy their homes, including Right to Buy and Right to Acquire.
- Pre and post private sale matters including legal consents, approvals, and collation of leasehold and freehold enquiries.
- Minutes and matters arising for team meetings.
- Raise purchase orders and goods receipt invoicing.
- Updating and maintaining the filing and case management system.
- General admin support to the legal function, including liaison with internal and external stakeholders.
- General administration support to the team, including supporting the department business planning.

What you need to be successful

- Excellent customer service and communication skills.
- The ability to take ownership for resolving queries.
- To be polite, approachable, flexible and to cope well under pressure.
- Ability to deliver a high-quality service.
- Previous experience undertaking administration tasks.

Qualifications required

Applicants with transferrable skills are encouraged to apply.

- Relevant experience is required. There are no essential qualifications necessary for this role.

Approved V1/052505