

Job Description

Post Title: Principal Solicitor & Business Partner (BP)

Directorate: Law and Governance

Reports to: Head of Legal Services

Direct Reports: Yes

Salary Band: **SP46 – SP50**

Key Relationships: Business Partner for Chief Execs Office (Law & Governance & Comms)

External lawyers - as instructed by the authority

Suppliers/Partner Lawyers

Business stakeholders

Role Profile

WMCA is committed to building a healthier, happier, better connected and more prosperous West Midlands. This is our vision. Our Values are central to how we work and interact with our wider partners and stakeholders. We encourage our colleagues to

Be **Collaborative**, Be **Innovative**, Be **Driven** and Be **Inclusive**.

The role will be responsible for providing high level specialist and proactive legal advice to the WMCA (including any subsidiaries), Senior Leadership Team, Heads of Services and Designated Officers (as appropriate) on all legal matters relating to the work areas specified in the job title. The post holder will be supporting and collaborating with a wide range of internal and external contacts and stakeholders to meet WMCA's (including any subsidiaries) business needs, including providing timely, commercially astute legal advice and solutions. Delivering tangible outputs that impact positively to the furtherance of WMCA's aims and business objectives across the West Midlands, wider Constituent, and non-Constituent Member areas.

Responsibilities

- Drafting legal documents, agreements and advice for the work areas specified in the job title which may include procurements for high value multi-disciplinary projects; supporting complex commercial projects.
- Leading on the work streams autonomously and/or co-ordinating and leading on matters where wider legal team involvement is required.
- Providing innovative and solution focused advice on matters relating to the work areas specified in the job title including, but not limited to, advice on the delivery of services, appropriate commercial and procurement advice, innovative alternative business structures, commercial ventures and shared services solutions to facilitate the delivery of WMCA Strategic Economic Plan.
- Procuring, managing and working closely with external legal advisers engaged by the WMCA including ensuring effective working between in-house and external legal advisers to meet business objectives; primarily (though not exclusively) through the Legal Services Panel framework.
- Providing and/or co-ordinating with their team the provision of legal advice and support across the Business Area, as well as where necessary, across all legal disciplines in respect of high-profile projects of all types.
- Advising on any contract disputes and developing strategies/solutions for low risk resolution.

What will you be doing?

- Maintaining a client focused and relevant legal services, including trusted advisor support.
- Ensuring that WMCA's overall Strategic vision, values and ethos are embedded to facilitate targeted efficient and effective legal service provision.
- Strategically supporting effective working relationships, acting as an ambassador and advocate within your Business Area as part of the trusted advisor role.
- Advising on the legitimacy of WMCA decision making process and through the interpretation of Combined Authority legislation and powers, including its constitution.
- Considering drafting and furnishing advice on board/committee reports, briefing notes, business cases, advising as to appropriate legal implications concerning applicable vires and commercial matters.
- Undertaking due diligence to protect the WMCA's best interests and reputation.
- Maintaining up to date legal knowledge pertinent to all areas of the post holder's expertise including monitoring the impact of legal policy across the specialist areas and local government/public sector.

- Providing appropriate risk analyses by managing and mitigating all risks having the potential to expose the WMCA to legal risk or other adverse or reputational consequences.
- Working closely with internal colleagues, at all levels of the organisation to assist and provide relevant legal input as required to inform strategic decision making in respect of commercial/corporate areas of law.
- Strategically supporting the organisation by providing pragmatic and commercially focused legal advice as part of business planning.
- Carrying out duties with due regard to the WMCA's customer care, equal opportunities, information governance, data protection, confidentiality, IT security and health & safety policies and procedures.
- Assisting the Mayor and Members in accordance with WMCA legislative powers where appropriate.

Person Specification

<i>Please specify (X) whether the experience required is Essential (E) or Desirable (D)</i>			Assessment Method		
Experience	E	D	App* *	Int** **	Other*** ***
Understanding of working within a politically sensitive environment.	X		X		
Full understanding of legal risk management within the context of the public sector corporate governance.	X			X	
Skills/Knowledge/Abilities	E	D	App	Int	Other
Comprehensive knowledge of the law affecting the WMCA and public sector organisations and awareness of Public Sector Policy environment and service improvement.	X		X	X	
Comprehensive knowledge of drafting, reviewing, negotiating and reporting on a wide range of commercial contracts with suppliers/sub-contractors relevant to the work area.	X		X	X	
The post holder will be self-starter with a willingness to innovate and have determination to continuously improve with evidence of continuing professional development.	X			X	
Good knowledge and understanding of the legal and statutory environment within which public authority legal services are	X				

delivered including Commercial Law and Contracts, Procurement, Competition, State Aid, Information law, Employment Law, Public Sector Governance and compliance.					
Qualifications/ Professional Memberships	E	D	App	Int	Other
Qualified Solicitor/Barrister with current practicing certificate with significant PQE or demonstrable experience	X		X		X

* Application

** Interview

*** Details will be shared at interview stage

Health and Safety

All employees have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health and safety.

Core Expectations

Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.

Value	Competency	Behaviour
Collaborative	Team Focused	Works as part of team, managing and leading.
	Service Driven	Customer, resident and partner focused.
Driven	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
Inclusive	'One Organisation' Mindset	Believe in each other's expertise.
	Open & Honest	We do what we say we are going to do.
Innovative	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

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Equality and Diversity

To promote and champion equality and diversity in all aspects of the role

Learning and Development

To participate in and take responsibility of any learning and development required to carry out this role effectively.

Performance Management

To actively engage in the performance management process and take responsibility for managing performance outcomes.

GDPR (General Data Protection Regulation)

To ensure the reasonable and proportionate protection, processing, sharing and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.

Other

There may be a requirement to work outside normal office hours on occasion to meet work deadlines, give presentations, attend meetings etc., including a requirement to work within stakeholder and partner offices within the WMCA Constituent area on a regular basis