



## **Job Description**

<b>Post Title:</b>	Newly Qualified Solicitor
<b>Directorate:</b>	Legal & Governance
<b>Reports to:</b>	Principal Lawyer / BP
<b>Direct Reports:</b>	0
<b>Salary Band:</b>	SP32-SP36
<b>Key Relationships:</b>	External Lawyers Internal Lawyers in the wider legal services team Business Stakeholder across the WMCA Elected Politicians where appropriate

### **Role Purpose**

This role will support the provision of a high-quality Legal Service by providing timely and accurate legal / governance advice and assistance to the Combined Authority and will assist the work of senior colleagues within the team with more complex case management.

Working collaboratively with all members of the Law and Governance Directorate to enable the delivery of advice and assistance across all functions of the Legal Team, the role will support the continuous improvement of the legal service and will maintain good working relationships with the allocated business area.

### **Responsibilities**

- Communicating in a clear, timely and professional manner when providing legal advice and representation on a variety of matters within the designated legal team to Members and Officers of the Combined Authority and their service areas.
- To conduct and manage a mixed and wide-ranging caseload of straightforward legal work including preparing and drafting legal documents as required in an efficient, effective and timely manner with little supervision.
- To prepare instructions and briefs to Counsel / external legal advisors.
- To attend meetings to provide legal, procedural and constitutional advice as required.
- To assist more Senior Lawyers with complex cases
- To promote a positive image of the Combined Authority by developing and maintaining professional relationships and representing the Legal Service in the best possible light.
- To keep up to date on relevant new legislation, case law, codes of practice, guidance and policy and maintain continuing competence in accordance with Solicitor's Regulation

Authority requirements. Taking ownership for own development and working with line manager to identify training and development needs.

- To build and maintain good and effective working relationships with fellow officers and foster partnership working with external partners / agencies.
- To contribute to the development of a customer focused legal service.
- Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
- Demonstrate awareness/understanding of your own and other people's behavioural, physical, social and welfare needs. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, to certify compliance with policies and procedures relating to health and safety within the service.
- To independently and proactively progress matters allocated to you seeking support where appropriate.
- Managing own workload in accordance with office procedures and ensuring all files maintained regularly and matters are regularly reviewed. Prioritising work according to business need. Delegating appropriately where appropriate
- Escalating emerging risks or legal issues with case work within the Legal Services team at an early stage to secure early resolution or mitigation. Promptly seeking guidance where needed
- Providing clear summaries of current position on case work to senior members of the team and contributing to any reports on the team's work.
- Considering the practical, financial, reputational and legal issues arising in case work and identify mitigations to the risks. Escalate where issues are not mitigated or managed down.
- Identifying issues of non-compliance with legal or institutional policies, procedures or requirements and escalating within the team.
- Taking responsibility for key tasks within departmental project work and projects which cross professional services.
- Designing and delivering training courses and self-help materials to support non-legal colleagues to self-serve on common legal issues.
- Ensuring self-help resources provided by the Legal Services team are current and arrange for updating as appropriate.
- Ensuring own resources are applied in a proportionate way to any particular task, to ensure the best value can be derived from the postholder's time.
- Identifying areas where improvements to existing processes could generate efficiencies for the Legal Services team.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## Person Specification

<i>Please specify (X) whether the experience required is Essential (E) or Desirable (D)</i>			<b>Assessment Method</b>		
<b>Experience</b>	E	D	App*	Int**	Other***
<ul style="list-style-type: none"> <li>• Experience or knowledge in one or more of the following areas:               <ul style="list-style-type: none"> <li>○ Contracts</li> <li>○ Procurement</li> <li>○ Planning</li> <li>○ Property</li> <li>○ Governance</li> <li>○ Litigation (Contract, Judicial Reviews and/or Employment)</li> </ul> </li> </ul>		X	X	X	X
<b>Skills/Knowledge/Abilities</b>	E	D	App	Int	Other
Working knowledge of local governance procedures and knowledge of the legal regime within which a Mayoral Combined Authority operates		X	X	X	
The ability to develop business knowledge, particularly of the business areas supported- what they do, their plans, their strategy, their interactions with other business departments and with external stakeholders such as suppliers, customers, auditors, regulators.		X		X	
An understanding of the overall legal issues that affect the organisation as a public authority.		X		X	
The ability to connect knowledge of the relevant business area and the legal environment to ensure that the work of the Authority is supported and that all requirements of lawful decision-making and good governance are satisfied.	X			X	
Excellent communication skills to be able to present oral/written legal advice in a way that ensures relevant people across the business understand the legal issues that affect their roles and that they are able to act on this understanding.	X		X	X	X
An understanding of the problems and issues confronting business colleagues, confidently providing advice and solutions.		X	X	X	

The ability to deal with a range of internal and external colleagues and stakeholders including Directors and Senior Officers from WMCA, Constituent and Non-Constituent Authorities and where appropriate, elected politicians.		X	X	X	
Excellent customer service skills. This will include ensuring that the relevant business area gets the support that they need and identifying solutions and opportunities to ensure that finite resources are used appropriately.	X		X	X	
To be persuasive and resilient. Ability to challenge when conflict occurs	X		X	X	
To develop a sound awareness of project management		X	X	X	
To be a team player and work as a team with legal colleagues and as needed be flexible to support with workload outside direct business support area.	X		X	X	
Ability to confidently seek support (where necessary) from a more senior colleague within the team	X			X	
Excellent time management skills to be able to work in a fast paced highly pressurised legal environment and to exacting timeframes.	X		X		X
demonstrate the values and behaviours of the WMCA.	X			X	
<b>Qualifications/ Professional Memberships</b>	E	D	App	Int	Other
Qualified Solicitor of the Supreme Court of England and Wales, Barrister or Legal Executive (Chartered Institute of Legal Executives)	X		X		X

\* Application

\*\* Interview

\*\*\* Details will be shared at interview stage

## 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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### **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.

### **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