



Job Description

Post Title:	Solicitor
Directorate:	Legal & Governance
Reports to:	Principal Lawyer / BP
Direct Reports:	0
Salary Band:	SP37-SP41
Key Relationships:	External Lawyers Internal Lawyers in the wider legal services team Business Stakeholder across the WMCA Elected Politicians where appropriate

Role Purpose

This role will assist in the provision of a high-quality Legal Service by providing timely and accurate legal / governance advice and assistance to the Combined Authority.

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 and contribute to the continuous improvement of the legal service, finding efficiencies where appropriate through the development of strategies, systems and processes.

The role holder will maintain good working relationships with the allocated business area—and will support junior staff in delivering advice and assistance across the functions they are responsible for.

Responsibilities

- Communicating in a clear, timely and professional manner when providing high quality and sometimes complex 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 and complex legal work as deemed commensurate with the grade including preparing and drafting complex legal documents as required in an efficient, effective and timely manner with minimal supervision.
- To prepare instructions and briefs to Counsel / external legal advisors and oversee their instruction.
- To attend key meetings to provide legal, procedural and constitutional advice as required.

- To assist the Senior members of the team with high risk / complex cases and support junior members of the team as necessary
- To promote a positive image of the Combined Authority by acting as an ambassador giving confidence in the ability and professionalism of the postholder and team.
- To keep up to date on relevant new legislation, case law, codes of practice, guidance and policy and maintain continuing competence in accordance with the Solicitor's Regulation Authority requirements. Taking ownership for own development and identifying training and development needs to support development into a more senior role.
- To build and maintain excellent working relationships with fellow officers and foster partnership working with external partners / agencies and leverage the relationship to generate the best value for the Authority.
- To contribute to the development of a customer focused legal service through the development of strategies, systems and processes and lead the design and delivery of training courses and self help resources to support non-legal colleagues to understand and manage complex legal issues in their roles
- 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 and appropriately overseeing work allocation where appropriate.
- Identifying risks within case load and proposing to line manager solutions or action plan to mitigate the risks, including escalation within Legal Services or to senior managers.
- 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.
- Ensuring compliance with legal and institutional policies where supporting a project/advising on a matter. Discreetly discussing concerns with relevant Heads of Services for projects/work in their areas and escalating within the team as appropriate
- Representing Legal Services in cross departmental project work and leading appropriate projects within the team.
- Pro-actively identifying areas of work where Legal Services could equip colleagues to self-serve to secure the effective use of team resources.

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

The requirements for the role are outlined below and will form part of the selection process.

Each of the criteria listed below will be measured by the application form (App), an interview process (Int) or Other means (Other***) which could include an exercise, test, presentation or documentation.

<i>Please specify (X) whether the experience required is Essential (E) or Desirable (D)</i>	Assessment Method				
Experience	E	D	App*	Int**	Other***
<ul style="list-style-type: none"> • Experience or knowledge in one or more of the following areas: <ul style="list-style-type: none"> ○ Contracts ○ Procurement ○ Planning ○ Property ○ Governance ○ Litigation (Contract, Judicial Reviews and/or Employment) 	X		X	X	X
Skills/Knowledge/Abilities	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		X	X	X	

WMCA, Constituent and Non-Constituent Authorities and where appropriate, elected politicians.					
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	
Qualifications/ Professional Memberships	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.

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