



Job Description

Job Title:	Building Safety - Legal Support Intern
Directorate/Team:	Investment, Commercial & Housing
Location:	16 Summer Lane or other site/location
Responsible to:	Regional Programme Lead (West Midlands RAP)
Responsible for:	0
Key working relationships: (internal)	Housing and Planning Team
Key working relationships: (external)	Local Authority Housing Enforcement Teams, West Midlands Fire and Rescue Services, Building Regulator

Purpose of the Post

This role has been developed to support regional officers involved in implementing the West Midlands Remediation Acceleration Plan and programme. To work across the West Midlands region, with 7 local authorities, West Midlands Fire and Rescue Services and possible the Building Safety Regulator. This role will contribute to supporting any legal work required to accelerate the remediation of combustable cladding from medium and high-rise buildings. These roles will assist enforcement officers and in-house legal teams.

Accountabilities

- Support the WMCA Building Safety team in delivering the West Midlands Remediation Acceleration Plan.
- Assist in identifying and verifying accountable and responsible persons for medium and high-rise buildings.
- Help gather, check, and organise legal and ownership information to support enforcement activity.
- Support the preparation of case files and evidence bundles for potential legal action.
- Work with local authorities, fire services, and legal teams to share information accurately and on time.
- Maintain clear and well-structured records to support compliance and audit requirements.
- Follow legal, regulatory, and information governance requirements at all times.
- Develop knowledge of building safety legislation and enforcement processes through supervised work.

Responsibilities

Strategic

- To check technical indexes and identify updates which may be required to reflect legislative change

People

- To work with other litigation solicitors and other support staff, and external Counsel (Barristers) to help build strong case files
- To work with a variety of delivery partners to include: WMFRS (legal team), local authority inhouse legal teams, or Private Rented Sector (PRS) teams where needed and required to offer legal support

Operational

- To assist in the interpretation and implementation of the HA2004 and RR(FS)O 2005, BSA2022, BA1984, their regulations and any relevant guidance
- Support and assist on any desk-top based research, or on-site fire safety inspection work

<ul style="list-style-type: none"> • To support identifying who should be held accountable and who is the responsible person for building safety defects and deficiencies • Reading and interpreting legal documents/agreements • To help officers investigate, collate and identify those accountable and responsible persons detailed in long term lease agreements, contracts of service, HM Land Registry documents and official ownership documentation (Companies House) • To support EHOs and Fire Safety Inspectors wherever possible to prepare notice detail, draft and physically serve enforcement actions, legal notices and covering letters and help deliver these • To assist and support in building case files of evidence, where advised, in preparation for prosecution. To follow strict guidelines and legal processes • Support team members with administrative tasks • Where advised help prepare case files, including listing & labelling of exhibits and unused materials • Preparing chronologies and summaries of case files • Preparing interview plans for voluntary interviews under caution • Reviewing template letters and forms • General office assistance, including administrative tasks
Financial
Other
<ul style="list-style-type: none"> • To be flexible and able to work across different geographical locations

Person Specification					
Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable		How Evidenced?		
Experience	E	D	A*	I*	T*
Understanding, interpreting and explaining the law then applying in practice	X		x	X	
Awareness of fire safety law, Regulatory Reform (Fire Safety) Order 2005, Housing Act 2004 and other appropriate legislation (i.e. BSA 2022)		X	X	x	
Able to work individually, or as part of team	X		X	X	
Evidence of working as part of a team to produce demonstrable outputs	x		x	X	
Excellent written and verbal communication skills	x		x	X	
Skills / Knowledge	E	D	A*	I*	T*
Able to convey messages clearly and concisely to intended audience, demonstrating creativity in approaches	X		X	x	
Able to work independently on cases	X		X	X	
Ability to manage and prioritise own workload, with assistance from senior colleagues, while working as part of a team.	X		X	X	
Desire to learn and develop new skills and knowledge	X		X	X	
Interpersonal skills appropriate to working with a variety of public and private stakeholders.	X		X	X	
Interpersonal skills appropriate to working with a variety of public and private stakeholders.	X		X	X	
Intermediate level in MS Office applications including the ability to write and edit reports and presentations		X	X	X	
A passion for the West Midlands	X		X	X	

Qualification / Education / Training	E	D	A*	I*	T*
Law degree (or equivalent)	x		x	X	

*Key: A = Application, I = Interview, T = Testing/Assessment

Core Expectations	
Health, Safety & Wellbeing	All employees have a duty to take reasonable care for the health, safety, and wellbeing 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, safety, and wellbeing.
Equality & Diversity	Promote and champion equality and diversity in all aspects of the role.
Learning & Development	Participate in and take responsibility of any learning and development required to carry out this role effectively.
Performance Management	Actively engage in the performance management process and take responsibility for managing performance outcomes.
GDPR	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.
Adherence to Policies	Be aware of and comply with all organisation policies.
Other	There may be a requirement to work outside normal office hours on occasion, including a requirement to work within stakeholder and partner offices within the WMCA constituent area on a regular basis.

Values		
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 Focussed	Works as part of team, managing and leading.
	Service Driven	Customer, resident, and partner focussed.
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.

Additional Post Requirements									
Essential Car User		Politically Restricted Post		Disclosure and Barring Service (DBS)				Vetting	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Basic <input type="checkbox"/>	Standard <input type="checkbox"/>	Enhanced <input type="checkbox"/>	None <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Job Evaluation Details			
Date Evaluation Agreed	JEP Reference	Grade	Job Family