

ROLE PROFILE

Post Title: Senior Lawyer & Business Partner (CXO)

Directorate: Legal and Governance

Reports to: Lead Solicitor

Direct Reports: 0

Key Relationships

- Supporting the Lead as Business Partner for the Chief Execs Office (Law & Governance)
- External lawyers - as instructed by the authority
- Suppliers / Partner Lawyers
- Business stakeholders
- Elected Politicians

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 partner with the relevant Directorate or Business Area, maintaining close working relationships with your business area colleagues to give them the relevant legal advice and support they need or where appropriate work with other specialist legal colleagues to provide this.

To ensure any legal service you provide is of high quality and meets relevant business standards. Part of your role will be to find ways to continuously improve the legal service and enhance efficiency.

What will you be doing?

- Daily you will be required to lead the provision of general legal work and advice which facilitates the delivery of the Business Area's services. You will also signpost to advice on wider governance issues of relevance to the Business Area including the democratic process and Information Governance.
- You will have sufficient expertise in regard to the law relating to the work of the relevant business area to be able to provide clear and authoritative advice to colleagues on a day to day basis.
- You will advise on, draft, review, contracts and other legal documents and partner with the business on the legal implications of their activity.
- Ensure that, where necessary, any external legal services are effectively managed to secure value for money.
- It is expected you will remain aware of and up to date on relevant legal developments, understanding and communicating their implications to the business. You will be the first point of contact to provide legal advice and guidance for your business area.
- Being an effective member of the business team which you partner and supporting completion of their objectives, plans/programmes of activity and change.

Person Specification

Please specify (X) whether the experience required is Essential (E) or Desirable (D)	Assessment Method				
	E	D	App*	Int**	Other***
Experience					
You will be comfortable dealing 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	
Skills/Knowledge/Abilities	E	D	App	Int	Other
A working knowledge of local governance procedures and knowledge of the legal regime within which a Mayoral Combined Authority operates.		X	X	X	
Excellent business knowledge, particularly of the units you support - not just of what they do but of their plans, their strategy, their interactions with other business departments and with external stakeholders such as suppliers, customers, auditors, regulators.	X		X	X	
A good understanding of the overall legal issues that affect the organisation as a public authority.	X		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	X	
Excellent communication skills to be able to present legal advice in a way that ensures relevant business people understand the legal issues that affect their roles and that they are able to act on this understanding.	X			X	
Good people skills. As part of a team, you will be expected to engage with the problems and issues confronting business colleagues giving them confidence in your advice and solutions.	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. As the Business Partner, you'll be the lawyer on hand, yet you may come under pressure to always take the business line, including where this conflicts with your view of the legal risks or the governance of the Authority.	X		X	X	
To understand budgets and business planning. You will help the Lead Solicitor and the Head of Legal Services plan for expected and perhaps unexpected demand from the business units and to prioritise that demand according to business need and level of legal risk.		X		X	
Sound awareness of project management. Many business plans and initiatives are carried forward by project teams. As a member of the project team, you will need to be familiar with project management methodologies		X		X	
To work as a team with your legal colleagues and as needed be flexible to support with workload outside direct business support area.	X		X	X	
In your work it is expected that you demonstrate the values and behaviours of the WMCA	X		X	X	

Qualifications/ Professional Memberships	E	D	App	Int	Other
Qualified Solicitor/Barrister with current practicing certificate with 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.