

ROLE PROFILE

Job Title:	Lawyer (Governance)	Job Code:	R/L10
Department:	Legal and Governance Services	Version:	1.2
Reports To:	Lead Lawyer (MCA Governance)	Date Created:	September 2020
		Member of:	Corporate Services
		Grade:	L
		Budget:	N/a

Is this a politically restricted Post?	Yes/ No <i>(*if yes, see our policy on what this means)</i>
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ORGANISATIONAL CONTEXT

Our Vision as an organisation is:

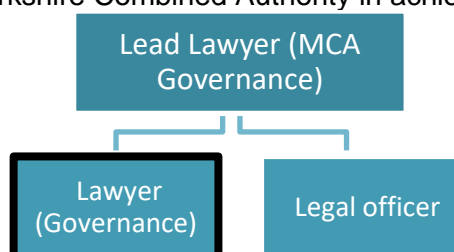
To be a globally recognised economy where good growth delivers high levels of prosperity, jobs and quality of life for everyone.

To achieve this we will:

Secure the means to deliver projects and services needed for growth in the Leeds City Region (LCR), be its voice nationally and internationally, and build the partnerships to ensure the best economic outcomes.

Our department contributes to this by:

Providing high quality support to all functions, ensuring processes and systems both protect and enable West Yorkshire Combined Authority in achieving its objectives



Job Overview:

- Act as senior legal advisor, supporting the Lead Lawyer to provide a quality legal service to the Combined Authority in relation to governance.
- Ensure that the governance arrangements of the CA are fit for purpose, in respect of internal decision-making, the CA as an Mayoral Combined Authority, and the wider context of the CA's role within sub-regional Leeds City Region arrangements and as accountable body for the Leeds City Region Local Enterprise Partnership.

- © Design, implement and maintain the systems required for delivery the objectives of your function to support the Combined Authority in achieving its vision.
- © Take a pro-active corporate role in the management of your function including participation and delivery of your directorate's objectives.
- © Responsible for demonstrating commitment to corporate processes and ensuring that these are delivered at all times.
- © Be a visible and enthusiastic manager, encouraging partnership working across the organisation.
- © Take a positive approach to self-development.

CRITICAL SUCCESS FACTORS

*We break each job down to explain the critical areas for success, ranked by importance.
These indicate the end result or outputs for which the role holder is responsible.*

People Contacts:

- Liaise and develop relationships with Policy Officers within the CA and other authorities to ensure legal advice is provided during the development of new governance arrangements and policy within the CA and the wider LCR region.
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- © Support partnership working across the organisation and externally.
 - © Work together with your team to ensure targets are achieved.
 - © Be an advocate of our strong performance management culture, taking accountability for delivering results.
 - © Contribute to a positive working environment for your team, with a solid ethic of working towards achievement of our vision.
 - © Take a proactive approach to internal processes, contributing during meetings and interviews.
 - © Utilise effective communication channels when working with others.

Technical Duties:

- Work closely with the Lead Lawyer to provide a customer focussed, high performing and proactive legal services in relation to governance.
- Ensure that CA governance arrangements:
 - Comply with legal requirements
 - Promote efficient decision-making, openness and accountability
 - Minimise the risk of legal challenge
 - Promote the integration of decision-making across the Leeds City Region and
 - Embed the CA's role as accountable body for the Leeds City Region
- Provide advice in relation to local government administration, powers functions and duties of the CA in the context of:
 - Sub-regional governance arrangements including the organisation as a Mayoral Combined Authority with an elected Mayor
 - Changes to the structure and membership of the organisation as part of the devolution of powers and functions to the authority by central government or via arrangements with other authorities
 - Ways of working jointly with authorities within the LCR area
 - Acting as the accountable body for the LCR
- Provide legal support required by means of:
 - Research into emerging legislation as it passes through parliament
 - Provision of written and verbal advice, briefing notes and reports to the Lead Lawyer, the Head of Legal and other senior officers, the Mayor, the CA and its committees, LCR Chief Executives and elected LCR Members
 - Attendance at meetings to provide advice and assistance as required
 - Provision of options and solutions for delivery of political objectives within a legal framework
- Advise on statutory and non-statutory consultation requirements and processes for:
 - Revising CA governance arrangements
 - Exercise of and changes to the powers functions and duties of the CA
 - Preparation of and input to consultation responses with central government departments on the drafting of primary and secondary legislation affecting the CA
- Review and draft amendments to CA governance documentation and implementing agreed changes, ensure compliance with legislation including any revised CA Order and required timescales, statutory or otherwise.

- Lead and participate in assignments and the delivery of projects as directed or work as part of a team to deliver important schemes and provide advice and assistance to Project Boards and Project Managers during the delivery of projects.
- Prepare and present bespoke training to Elected Members and officers as required, to embed and inform about governance developments.
- Act as a project manager for the delivery of projects involving changes to the legal structure and internal governance of the organisation.
- Monitor new and current legal issues, ensuring team and other stakeholders are informed as appropriate and maintain up to date information in relevant areas.

- © Typically works on horizons of one year, in line with the objectives set in the business plan.
- © Ensure you have the right procedures in place to achieve your strategic objectives, developing and amending processes as required.
- © Forward plan your workload, identifying appropriate solutions and acting accordingly.
- © Lead by example on health & safety matters, ensuring compliance with the Combined Authority's health and safety policy.

Financial:

- © Deliver financial results against corporate Key Performance Indicators.
- © Analyse and appraise financial related information ensuring financial process deadlines are met.

Impact & Influence:

- Provide legal and procedural advice orally and in writing to senior CA Officers, to the Mayor, and the CA and its committees in relation to governance issues, including politically sensitive matters such as CA membership, Members' appointments processes, voting rights, Mayoral arrangements, committee structures, political balance requirements, Members' allowances, Member conduct, scrutiny arrangements, standing orders and the officer delegation scheme.
 - Provide legal advice and representation of the Authority within the senior legal officers forum within West Yorkshire to ensure integration of strategic advice across the LCR.
 - Provide legal advice and support to the Governance Services Manager.
- © Represent the interests of your function within the context of the wider aims of the Combined Authority both internally and externally.
 - © Foster good working relations across the organisation, building effective departmental relationships.
 - © Use strong communication skills to influence key customers and stakeholders supporting your function's ability to deliver results in line with the vision.
 - © Identify and find solutions to communication challenges observed within the organisation.

The above lists of accountabilities are not exhaustive. The role holder will be required to undertake such tasks as may reasonably be expected commensurate with the scope and grading of the role.

THE PERSON

To be fully successful in the role, we believe the following knowledge, skills and experience are required. When recruiting, we are looking for the best candidate match to this, however we know that there are some elements that can be trained and this will be taken into account during the recruitment process.

Knowledge:

- © Qualified Solicitor or Barrister with current practising certificate or full CILEX (Fellowship) qualification. Recent post-qualification experience, ideally in a public sector organisation.
- © Significant experience of successfully working as an in-house legal advisor within the public sector working at senior level within the area of local government governance.
- © Practical experience of successfully performing in a similar role.

- Demonstrable knowledge of the legislative framework of related functions such as transport law, highways and policing.
- Demonstrable experience of project management.
- Significant legal and practical knowledge and experience relating to local government law and practice as it relates to the governance of district and combined authorities and local enterprise partnerships, including in relation to, ethical standards and democratic services.
- Demonstrable evidence of keeping up to date in area of expertise and skills relevant to the CA to improve the organisation's performance and professionalism.

People:

- © Experience of effectively contributing to department objectives.
- © Experience of successfully identifying appropriate communication channels to deliver information.
- © Experience of effectively contributing to organisational vision.

- Demonstrable ability to prepare and present training for elected Members, including the Mayor, and officers.

Technical:

- © Demonstrable experience of managing and championing change successfully.
- © Strong communication skills with the proven ability to influence, negotiate and challenge.
- © Experience of making compelling business cases/ reports to a range of audiences.

- Significant skills and experience of drafting complex governance documentation.
- Demonstrable ability to provide and take accountability for pro-active solutions and options to legal issues.
- Demonstrable ability to organise and assimilate complex legal information, including that outside core area of expertise.
- Competent in the use of Microsoft Office including Word, Excel and PowerPoint.

Financial:

- © Demonstrable experience of successfully managing budgets.

Impact & Influence:

- © Proven experience of confidently and professionally conveying information both written and oral in a clear, concise and persuasive style.
- © Comprehensive experience of leading, negotiating and influencing stakeholders.
- © Experienced in forming and developing effective senior level working relationships with Members, Government and partner organisations to achieve the best outcomes for the organisation.

© Comprehensive experience of providing leadership in a complex public-private sector partnership context.

- Demonstrable experience of communication with relevant stakeholders in the context of inputting into draft legislation and consultation responses on behalf of the CA.
- Demonstrable ability to communicate complex legal advice to elected members including the Mayor and officers at all levels of the organisation and significant experience of conveying legal advice in a politically sensitive environment.

OUR VALUES & BEHAVIOURS

Championing Our Region | Working Intelligently | Easy to Do Business With | Positive About Change | Working Together

These are our values. We shaped them together and we're proud of them.

We also created a set of behaviours for each of our values. Our behaviours provide us with a way of working and they are our minimum expectations of everyone here.