

Role Profile



Lawyer

POLITICALLY RESTRICTED POST

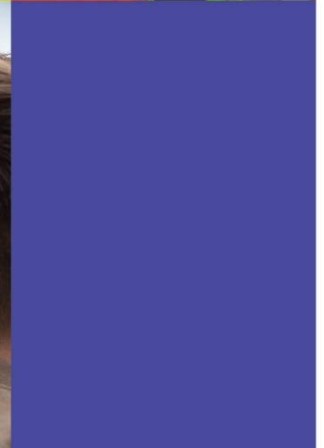
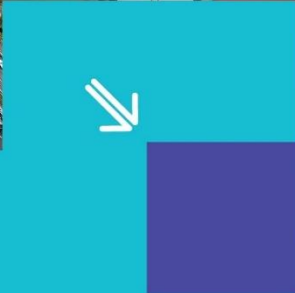
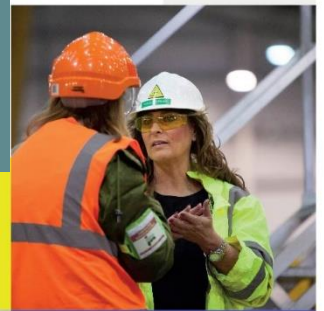
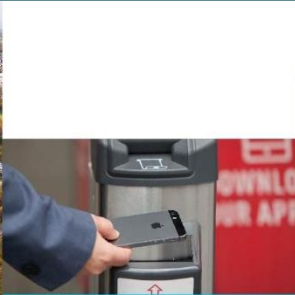
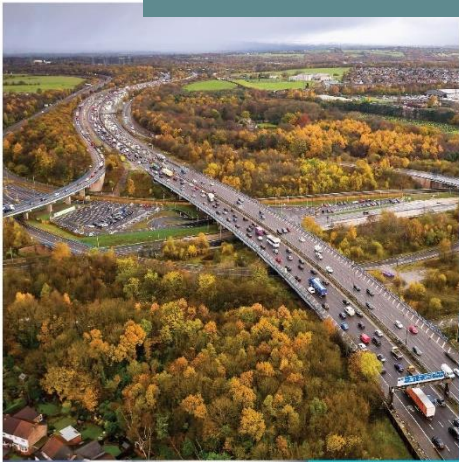
Job Family: Professional Services

Grade: 5 Lower

Contract: Full time, permanent

Reports to: Head of Legal Services

Location: Flexible across the North of England, but with a requirement to regularly work from our office in Manchester.



Role Purpose:

Act as a pro active lawyer applying expertise to deliver professional legal, democratic, contract, procurement and corporate information management support services to contribute to the achievement of corporate objectives and strategic priorities.

Support the Monitoring Officer in ensuring compliance with all legal duties and responsibilities.

You are required to act as TfN's designated Information Officer

Key Accountabilities

Key Role Outputs (KROs) Key Actions

What must be achieved for the post-holder to be successful in the role *How the KROs will be achieved – the activities required*

1.	Strategy and Planning	Contribute to the development of operating plans for the legal services business area and to the achievement of wider functional/organisational goals.
2.	People Management	Where appropriate, lead, motivate and engage team of external legal specialists, monitoring performance, the quality deliverables and the allocation of work to ensure a high performance and adherence to TfN's values.
3.	Business Support	As directed, manage the delivery of activities within the legal services area, in line with relevant policies and procedures, to ensure performance meets set targets/key performance indicators to support the business. Use your legal professional/technical expertise to diagnose and resolve issues with the organisation.
5.	Advice and Information	Partner with relevant business areas to understand their goals and provide them with professional or technical legal advice, sharing expertise and information to support effective decision making. Use your specialist legal knowledge and information to diagnose and resolve technical issues. Deliver high quality, timely legal advice, representation and documentation of a specialist or complex nature fulfilling all statutory or regulatory requirements across all of the following disciplines: <ul style="list-style-type: none"> ○ public and administrative law ○ company law ○ commercial law



		<ul style="list-style-type: none"> ○ contract law ○ procurement law ○ data protection and freedom of information <ul style="list-style-type: none"> ● Continue to keep personal qualifications (CPD) up to date and maintain levels of knowledge in the aforementioned legal disciplines.
6.	Data Management, Analysis and Reporting	Extract complex data from multiple sources, check integrity and produce reports for use in legal and democratic services related management decision-making.
7.	Policy, Process and Systems	Research best practice in legal and democratic services, and review and analyse detailed business models to support senior management in developing and improving policies, processes and systems relevant to legal compliance.
8.	Stakeholder Management	Develop and maintain a relationship of trust and respect with key stakeholders and partners in order to share best practice, influence and challenge the decision making with regards to legal and democratic services.
9.	Project Management	Represent the legal services function on TfN projects by providing technical support or managing complex project work streams to ensure the project has the necessary technical and professional legal inputs it requires.
10.	Financial Management	Where appropriate, carry responsibility for specific budgets, fulfilling financial management requirements and ensuring the effective use of financial resources within legal services budget.
11.	Risk Management and Compliance	Apply business processes in a manner that is compliant with relevant legislation and regulations, to protect the interests of TfN, its partners and stakeholders.
12.	Supplier Management	As directed, manage the day-to-day relationship with contract service providers, including negotiation, interpretation and application of established contractual agreements and/or service level agreements to ensure adherence to standards and best practice outcomes.
13.	Collaboration	Proactively develop relationships with other professional specialists, identify and initiate opportunities to collaborate to deliver solutions that benefit all of TfN.

Additional Key Deliverables:

<p>1.</p>	<p>Provision of expert legal advice and democratic services to TfN's Boards & Committees</p>	<p>Support the provision of all procedural and administration processes (preparation of agendas, reports, attendance, advice, minute taking, follow-up action) for TfN's various Board and Committee in full accordance with TfN's constitution and other associates policies, procedures and agreements.</p> <p>Support the provision of advice to TfN's various Boards and Committees with regards to any proposals or decisions that would or are likely to give rise to any illegality, maladministration or breach of the relevant statutory codes.</p> <p>Support the provision of all necessary legal support in relation to the development and management of TfN's corporate governance processes, procedures and other joint working arrangements.</p> <p>As necessary provide sickness/annual leave cover for all colleagues/roles across the Legal Services Team to ensure the on-going efficient functioning of all required Legal Services at all times.</p>
<p>2.</p>	<p>Ensure TfN compliance with Data Protection (GDPR) and the Freedom of Information Act</p>	<ul style="list-style-type: none"> • Act as TfN's Information Officer working with Senior Managers across TfN to ensure on-going compliance with the Data Protection (GDPR) and the Freedom of Information Acts and wider information law including maintenance of TfN's Publication Scheme. • Administer all Freedom of information (FOI) and Data Protection requests received by TfN including leading the co-ordination, registration and maintenance of TfN's FOI Publication Scheme and acting as first point of contact with the Information Commissioner's Office. • Proactively develop a fit for purpose internal records management system for TfN ensuring it meet all teams' needs for secure storage, efficient access and retrieval, and timely disposal of business information resources, and champion its implementation and applicaiton. • Ensure that TfN can demonstrate that it has maintained a record of processing which complies with the UK GDPR or relevant legislation applicable. • Ensure Data Protection Impact Assessments (DPIAs) are conducted and facilitate more mobile, flexible and secure electronic ways of working and improved electronic document and records management across TfN.

<p>3.</p>	<p>Support contract, standing orders and financial regulations</p>	<p>Provide legal support for TfN’s financial and procurement arrangements working with members of TfN’s Finance, Risk & Procurement Team to support the development of our future standing orders and financial regulations.</p> <p>Provide support to ensure negotiations, contracts, agreements and legal documents are conducted in compliance with relevant Contract and Procurement law including the Public Contracts Regulations 2015 at all times.</p> <p>Provide support, advice and draft appropriate legal documentation in relation to procurement and contract law matters, (including complex and high value procurements and partnership/collaborative working arrangements).</p> <p>Prepare, negotiate, draft and agree contracts, legal agreements and documents, including complex works, services, supplies and other contracts, and all other necessary and appropriate documentation associated with matters in the area of Contract and Procurement Law.</p> <p>Keep abreast of developments in procurement and contract law matters and to advise TfN’s Boards & Committees through the Head of Legal Services (Monitoring Officer), from time to time, on such matters.</p> <p>Provide any additional support as appropriate for the tendering and procurement process, including training and support and guidance to Officers on aspects of Contract and Procurement Law, working alongside TfN’s Procurement Manager.</p>
<p>4.</p>	<p>Compliance with Constitution and probity requirements and managed changes to the Constitution</p>	<ul style="list-style-type: none"> • Support the development of advice and procedures to enable TfN to comply with its constitution and all relevant legal and probity requirements. • Assist in ensuring that transactions are properly authorised and maintenance of appropriate controls over all transactions, taking enforcement action where necessary.

Compulsory Outputs (COs)

What must be achieved for the post-holder to be successful in the role

Key Actions

How the COs will be achieved – the activities required

1.	Ensure you comply with all applicable organisational legislation and policy:	TfN Safety Management System. Dignity at Work policy. GDPR and Freedom of Information and Data Protection legislation. Risk management. TfN policies and procedures. Equality and diversity legislation TfN Vision, Values and behaviors
2.	Any other reasonable duties as required from time to time	The post holder is expected to: Conduct themselves in a professional manner and with due courtesy at all times. Be flexible within the workplace and adapt to meet the requirements of an evolving organisation.

Key Interdependencies:

Key Contacts

Department for Transport
National Agencies including HS2 Ltd, Network Rail, Highways England and ORR
TfN's Boards & Committees
Officers & Members of the various Combined Authorities, PTE's and Local Authorities across the North of England
TfN's directors and senior managers
Rail North Partnership Director
Information Commissioner & Information Office
TfN's Contractors and Supply Chain
The Information Commissioner's Office

Direct Reports

None

Budgetary Responsibility

Support the management of TfN's legal services budget

Politically Restricted Post:

This post is a politically restricted meaning the postholder must refrain from participating in any political activities, publicly expressing support for a political party or undertaking other activities such as canvassing on behalf of a person who seeks to be a candidate; and speaking to the public at large or publishing any written or artistic work that could give the impression that they are advocating support for a political party.

Please see TfN's Protocol for Politically Restricted Posts for further details.

Person Specification

Qualifications, knowledge, skills and experience required at selection stage:

EQ Qualifications	
EQ1	Degree or equivalent experience in relevant subject.
EQ2	An appropriate relevant legal qualification e.g. F.Inst.L.Ex, Solicitor or Barrister.
EQ3	Membership of an appropriate professional body
ES Skills, Knowledge and Experience	
ES1	Extensive relevant legal experience within or supporting a local authority or similar public body and technical experience within a relevant area of specialism, track record of delivering services across the whole organisation
ES2	Working knowledge of the implications of the Freedom of Information Act, Data Protection Legislation and Environmental Information Regulations as well as other associated legislation.
ES3	Good knowledge of all relevant aspects of the law and experience of its application to the extent necessary for the membership of a professional body.
ES4	Practical knowledge/use of Records Management systems and Electronic Document and Records Management Systems.
ES5	A proven demonstrable track record of building productive working relationships with elected Members, partner organisations, private sector providers, government, public agencies, interest groups and statutory authorities.
ES6	Excellent communicating and influencing skills, with the ability to negotiate, collaborate and influence.
ES7	Significant experience providing the depth and breadth of knowledge needed to be impactful at senior levels.
ES8	Demonstrable credibility and a network of contacts in an area of expertise.
ES9	Proven financial management skills and commercial acumen.
ES10	Strong analytical skills, based on systems, models and metrics relevant to Legal and Democratic Services and Corporate Information.
ES11	Up to date knowledge of external issues (Legislative, regulatory, best practice standards etc.) that affect legal and democratic services.
ES12	Successful experience of managing external resources.
ES13	Experience of developing improvements to policies and procedures within legal and democratic services.
EC Essential Behaviour Competencies	
EC1	Cultivates Innovation - <i>Creates new and better ways for the organisation to be successful.</i>
EC2	Ensures Accountability - <i>Holds self and others accountable to achieve results, even under challenging circumstances.</i>
EC3	Collaborates - <i>Builds partnerships and works collaboratively with others to meet shared objectives.</i>
EC4	Instils Trust - <i>Gains the confidence and trust of others through honesty, integrity and authenticity.</i>
EC5	Manages Complexity - <i>Makes sense of complex, high quantity, and sometimes contradictory information to effectively solve problems.</i>
EC6	Action Orientated - <i>Takes on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm.</i>

EC7	Values Differences - <i>Recognises the value that different perspectives and cultures bring to an organisation.</i>
EC8	Communicates Effectively - <i>Develops and delivers multi-mode communications that convey a clear understanding of the unique needs of different audiences.</i>
EC9	Self-development - <i>Actively seeks new ways to grow and be challenged using both formal and informal development channels.</i>