

JOB DESCRIPTION



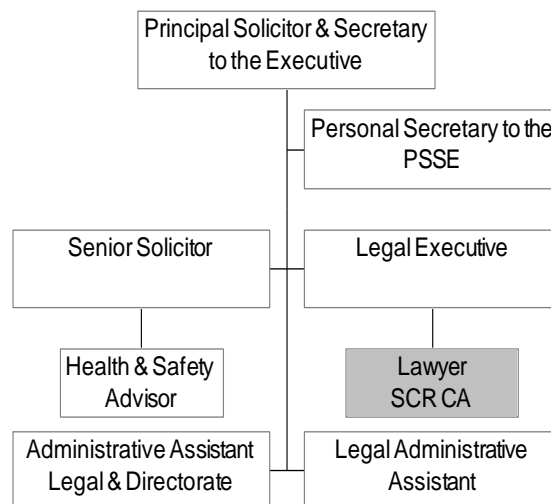
Job Title: Lawyer - SCR

Reports To:	Legal Executive	
Department/Location:	Legal, Head Office	
Salary	£37,363 - £47,329 per annum	Grade: 10
Closing Date:	9.00am on Monday 21 May 2018	
Interview Date:	Wednesday 30 May 2018	

Job Purpose:

Act as a legal advisor to the Sheffield City Region Combined Authority ("SCRCA") (including the SCR Executive Team and PTE). The sole dedicated legal resource and first point of contact for any SCR legal matter, with an emphasis on commercial contracts, funding agreements, EU procurement and state aid regularly advising on unique and/or complex issues.

Organisational Chart:



Dimensions:

The Legal Department (comprising a total of 8 employees) is responsible for the provision of a central advice, support and development service to all SCRCA departments, customers, stakeholders and partners that use or have legal, corporate governance, standing order or health and safety based requirements.

General Responsibilities:

- SCRCA's aim is to provide the best public services possible. The objective is the pursuit of excellence in meeting the needs of all service users.
- SYPTE is fully committed to the active promotion of equal opportunities in its capacity as an employer. It is the individual responsibility of every employee to seek to ensure the practical application of this policy.
- Under the Health and Safety at Work Act, all employees are required both to take care of their own health and safety and that of other employees and to co-operate with their employers in complying with their statutory duties.
- SYPTE and its Managers are fully committed to the learning and development of employees.

Responsibilities/Key Accountabilities:

1. Provide legal advice to SCRCA, to include all its internal customers, its subsidiary companies and individual Directors on all aspects of SCRCA's business, so as to protect, enhance or safeguard it and their position at all times.
2. Advise and provide specialist legal support on all or the majority of the following: -
 - Property Law
 - State Aid
 - Commercial law
 - Contract/ Procurement Law
 - Interpretation of statutes, application of case law, precedents etc
 - Data Protection/ Freedom of Information
 - Public Sector Law
3. The role will have a particular emphasis on advising upon and drafting a range of grant and loan agreements to support the economic development activity of the SCRCA and providing state aid assurance in respect of funding proposals.
4. Provide assistance on complex projects when required to discharge the workload effectively.
5. The management of external solicitors, professional advisers and briefing of Counsel as appropriate to effectively discharge the workload.

6. Develop/implement/manage and continually review quality systems and case management for the Legal team.
7. To manage and oversee systems in place to effectively manage the organisation's affairs including Standing Orders, Procurement Procedures and Statutory Compliance.
8. Represent the Legal team/SYPTE/SCRCA as appropriate including attendance at formal hearings/inquiries/legal proceeding and meetings both internally and externally.
9. Ensure commercial opportunities are maximised to ensure both Best Value and Value for Money.
10. Monitor and measure performance against defined objectives some of which may be self-defined securing continuous improvement.
11. Develop and provide a range of training courses for SCRCA staff and Partners as required.
12. Any other responsibilities commensurate with this post that the Legal Executive may require.

Planning and Organisation:

- Work with other departments and promote the Legal Department's work as an integral part of the business to ensure operational efficiency and high standards of legal services to customer departments.
- Pro-actively analyse needs and changing opportunities and acting upon them including influencing partners.
- Pro-actively analyse and act on Government initiatives and respond to new and changing market opportunities.
- Build strong mutually beneficial relationships with all partners of the SCRCA, particularly District Councils, Contractors and Transport Operators.

Decision Making and Use of Judgement:

The post-holder will provide SYPTE and the SCRCA with all necessary legal advice to achieve their objectives. This will include: -

- Management and prioritisation of own workload to ensure a wide range of projects are delivered within the timescales set with minimum supervision from the Legal Executive.
- Taking a leading role on individual projects in conjunction with the internal departmental teams.

- Familiarisation and knowledge of all current procedures relating to the areas of law practised and responsibility for ensuring that SYPTE's interests are protected in such matters.
- Continual review of all internal policies and procedures relating to such matters and continual liaison with internal customers to advise them of the appropriate processes to be followed.
- Advising Directors and relevant Boards on complex legal matters.
- Actively participate in departmental decision making as a senior member of the Legal Team.

Essential Internal and External Relationships:

SCR CA's partners include: -

- The District Councils – Barnsley, Doncaster, Rotherham and Sheffield.
- The public transport operators and infrastructure providers, e.g. Network Rail.
- Private Contractors.
- Other Partners – including the Department of Transport, Environment and the Regions, Government Regional Office, the European Union and the local businesses individually and through their groupings, such as the CBI and Chamber of Commerce.
- Local Enterprise Partnership

The post holder will advise at all levels of the organisation including direct contact with Directors and Senior Managers as appropriate.

Internally the post holder will build excellent client relationships providing support and training internally where necessary to continually build these relationships.

Person Specification – essential (E) & desirable (D) (How identified – application form (A) & interview (I))

Knowledge

	E/D	A/I
Legal Officer with current practising certificate, or Fellow of the Chartered Institute of Legal Executive, or Member of the Institute of Legal Executive with substantial experience	E	A/I
Awareness of policy climate which SCRCA operates	E	A/I

Continued Professional Development in relevant areas of law	E	I
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Skills	E/D	A/I
Administration skills – <i>Prioritises and co-ordinates activities</i>	E	I
Analytical and numeric skills – <i>Interprets data to reach conclusions</i>	E	I
Computer literacy skills – <i>Uses computer technology to support performance</i>	E	A
Financial and commercial awareness – <i>Makes inform decisions to maximise financial + commercial benefits</i>	E	I
Literacy skills – <i>Presents written information persuasively to sustain an argument</i>	E	A
Project Management skills – <i>Ensures projects are delivered within scheduled commitments</i>	E	I
Excellent interpersonal, negotiating, organisational and presentation skills	E	I
Ability to manage and prioritise own workload on a wide variety of matters to meet defined timescales with minimum supervision	E	A/I
High level of energy and self-motivation	E	I
Enthusiasm and determination to deliver excellent results	E	I

Behavioural Competencies	E/D	A/I
<u>Living our Values:</u>		
Customer & Stakeholder Driven – <i>Works to exceed expectations</i>	E	A/I
Team Working – <i>Encourages and supports others</i>	E	I
Integrity & Respect – <i>Stands up for what is right even when it is difficult to do so</i>	E	I
Achieving & Challenging – <i>Challenges assumptions, set practices and encourages change</i>	E	I
<u>Delivering With & Through Others:</u>		
Building & Managing Relationships – <i>manages key relationships</i>	E	A/I
Influencing & Persuasion – <i>Builds engagement</i>	E	I
Flexible & Adaptable – <i>Adapts tactics or approaches</i>	E	I

<u>Delivering Our Objectives:</u>		
Embracing Change – <i>Embeds change for organisational success</i>	E	I
Developing Self & Others – <i>Provides long term opportunities</i>	E	I
Research with External Focus – <i>Remains current</i>	E	A/I
<u>Determining Our Agenda:</u>		
Initiative – <i>Takes action to release service improvements in the short term</i>	E	I
Strategic Focus & Critical Reflection – <i>Steps back to understand issues</i>	E	I
Decision Making – <i>Evaluates solutions using a holistic, risk based approach</i>	E	I

Experience	E/D	A/I
Substantial experience in a generalist legal advisory role	E	A/I
Previous experience of working in commercial and contract/procurement law	E	A/I
Substantial experience in commercial law and contract, procurement law and state aid	D	A/I
Previous experience/knowledge of local government and property law	D	A/I

Knowledge, Skills, Behaviours and Experience Required:

Knowledge:

-

Skills:

All requirements are essential unless stated

-

Behavioural Competencies:

All requirements are essential unless stated and will be assessed at interview

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Experience:

-

Post Holder:

Line Manager:

Agreed by:

Agreed by:

Date:

Date:

ACCEPTED AND REGISTERED IN HUMAN RESOURCES:

Agreed by:

Date: