

Role Profile



Head of Legal Services

POLITICALLY RESTRICTED POST

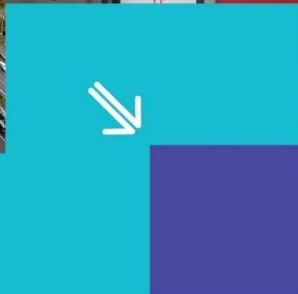
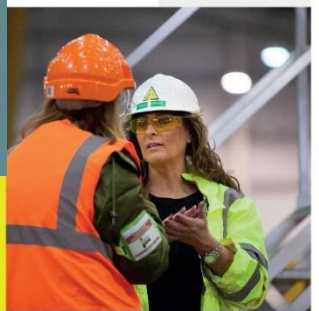
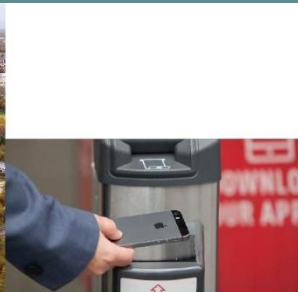
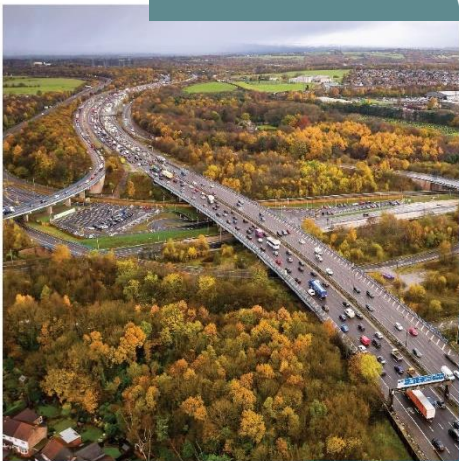
Job Family: Professional Services

Grade: 6 Lower

Contract: Full time, permanent

Reports to: Strategy Director & Deputy Chief Executive

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



Role Purpose:

Lead a Legal and Democratic Services Team, acting as a trusted advisor, providing recommendations and challenges to senior management to guide decision-making on matters that affect the strategic direction of TfN. You will be expected to contribute to the development of strategic objectives and long-term plans.

Provide TfN's Boards and Directorates (including Rail North) with expert legal advice and manage the full range of professional legal, democratic and corporate information management services to support achievement of our corporate objectives and strategic priorities. This includes leading the administration and effective operation of all TfN Boards and Committees, working closely with political members as necessary.

Act as TfN's Monitoring Officer ensuring compliance with all associated legal duties and responsibilities.

Key Accountabilities		
Key Role Outputs (KROs) Key Actions		
<i>What must be achieved for the post-holder to be successful in the role</i>		
1.	People Management	<ul style="list-style-type: none"> Lead, motivate and develop a diverse functional team of senior specialists and managers, setting objectives, managing performance and ensuring that staff have the necessary skills to deliver organisational objectives. Contribute to the leadership of the function, taking responsibility for specific functional matters as agreed, to deliver consistent and effective leadership at TfN.
2.	Strategy and Planning	<ul style="list-style-type: none"> Lead a significant function at TfN, developing and implementing strategy/operational plans for the function in line with identified TfN needs.
3.	Business Support	<ul style="list-style-type: none"> Provide expertise and guidance to senior internal/external stakeholders to support the achievement of their strategic/operational goals.
4.	Advice and Information	<ul style="list-style-type: none"> Act as recognised expert providing representation externally at events or with stakeholders/partners to build and maintain TfN's reputation.
5.	Policy, Process and Systems	<ul style="list-style-type: none"> Lead the development and implementation of policies, processes and systems in order to ensure they are in line with strategic business objectives, and play a key leadership role to ensure TfN's management system is effective, efficient and meets legal requirements.

6.	Stakeholder Management	<ul style="list-style-type: none"> Oversee the development of stakeholder communication strategies and develop/manage ongoing relationships with critical stakeholder groups, including political members where necessary, in order to identify and deliver objectives that benefit all parties.
7.	Project Management	<ul style="list-style-type: none"> Act as programme/project sponsor and provide oversight to a portfolio of programmes/projects across the function, identifying interdependencies and opportunities.
8.	Data Management, Analysis and Reporting	<ul style="list-style-type: none"> Report to senior management on functional performance, results and activities to support business evaluation and planning.
9.	Financial Management	<ul style="list-style-type: none"> Develop and agree budgets for an area, manage and monitor outcomes to ensure that resources are appropriately deployed and ensure that financial targets are met.
10.	Risk Management and Compliance	<ul style="list-style-type: none"> Oversee the development and implementation of risk management policies to ensure that the function is not exposed to undue business risks, and it operates in compliance with all relevant rules, regulations and legislation.
11.	Supplier Management	<ul style="list-style-type: none"> Act as an escalation point for issues with contractors/suppliers and represent TfN in negotiations for strategic contracts to ensure TfN obtains the maximum commercial benefit.
12.	Collaboration	<ul style="list-style-type: none"> Lead initiatives to improve cross functional working and collaboration with other functional areas, to maximise TfN's performance opportunities.

Key Deliverables

1.	Act as TfN's Monitoring Officer ensuring organisational compliance with all associated legal duties and responsibilities	<ul style="list-style-type: none"> Ensure proper systems, processes, policies and procedures are in place to effectively manage the organisation's affairs and ensure proper statutory compliance at all times aligned to organisational objectives. Maintain an up-to-date version of TfN's Constitution and ensure this is widely available for consultation by Members, employees, and members of the public. Report to and advise TfN's various Boards and Committees with regards to any proposals or decisions that would or are likely to give rise to any illegality,
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		<p>maladministration or breach of the relevant statutory code.</p> <ul style="list-style-type: none"> • Investigate any matters and allegations which may constitute, a reportable incident under Sections 5 and 5A of the Local Government & Housing Act 1989. • Maintain a register of Officer and Member interests and act as the Proper Officer for the preparation, publication and retention of records of decisions taken by or on behalf of TfN by its various Boards and Committees. • Undertake, with others, investigations in accordance with TfN's Whistleblowing/ Confidential Reporting Procedures. • Manage colleagues/roles across the Legal Services Team to ensure as far as possible the on-going efficient functioning of all required Legal and Democratic Services at all times.
<p>2.</p>	<p>Provision of expert legal advice and democratic services to TfN's Boards & Committees</p>	<ul style="list-style-type: none"> • Oversee the effective procedural and administration of TfN's various Board and Committees, in full accordance with TfN's constitution and other associated policies, procedures and agreements. • Provide consistent and reliable legal advice on all relevant matters and ensure that the TfN's Boards and Committees operate within their legal powers. • Provide all necessary legal support in relation to the development and management of TfN's corporate governance processes, procedures and partnership and other joint working agreements. • Develop advice and procedures to enable TfN to comply with its constitution and all associated relevant legal and probity requirements. Regularly review the constitution and make recommendations to TfN's various Boards and Committees. • Ensure that transactions are properly authorised and maintenance of appropriate controls over all transactions, taking enforcement action where necessary. • Act as a member of TfN's OBT (Leadership Team) including meetings and as a member of TfN's SMT (Senior Management Team).

<p>3.</p>	<p>Provision of legal services to the TfN delivered to professional standards and in accordance with organisational requirements</p>	<ul style="list-style-type: none"> • Delivering 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"> o public and administrative law o property law o commercial law o contract law o procurement law o competition law o company law o transport law o compulsory purchase o construction law o litigation and dispute resolution o data protection and freedom of information o employment law o highways law o planning and environmental law • Continue to keep personal qualifications (CPD) up to date and maintain levels of knowledge in the aforementioned legal disciplines.
<p>4.</p>	<p>Managed responses to proposed changes to statutory and regulatory powers, requirements and guidance applicable to TfN</p>	<ul style="list-style-type: none"> • Manage the provision of all required legal advice and guidance on all proposed changes to statutory and associated powers assigned to TfN as a Statutory Transport Body. • Review proposed legal changes; assess the potential impact on TfN and proposing to TfN's Boards any changes required to policies, procedures, guidance and activities. • Proactively monitor changes in the wider legal context that may affect TfN and respond to proposals for legislative change which will impact of TfN where applicable. • Manage the procedures for obtaining and implementing powers and by-laws as necessary to support the delivery of TfN strategic objectives and priority. • Ensure corporate policies and procedures are amended appropriately.
<p>5.</p>	<p>Managed external legal specialists</p>	<ul style="list-style-type: none"> • Maintain contact with engaged specialists and provide feedback to them on the quality of services received.

		<ul style="list-style-type: none"> • Instruct and manage in a cost-effective way the provision of legal services from external providers where necessary.
6.	Contract dispute resolution standards and procedures	<ul style="list-style-type: none"> • Establish and publish effective arrangements to be adopted within TfN in the event of possible or actual contractual disputes. • Manage potential and actual disputes, using judgement and legal acumen to identify and minimise risk. • Effectively negotiate and manage the delivery of difficult legal/commercial issues including identifying and minimising risk to the organisation. • Establish and effectively manage the processes for the legal scrutiny of proposed documentation protecting the interests of TfN.
7.	Compliance with contract and tendering standing orders	<ul style="list-style-type: none"> • Lead all necessary legal advice and support in relation to all commercial agreements, relationships and arrangements which TfN (including Rail North) is looking to enter ensuring TfN's interests are fully protected at all times. • Lead the provision of the delivery of contract and procurement activities/support services within the Legal Services Team, in line with relevant policies and procedures, to ensure performance meets set targets/key performance indicators to support the business. • Lead the provision of the delivery of all negotiations, contracts, agreements and legal documents based on the foundations of Contract and Procurement law at all times. • Provide independent legal scrutiny of TfN's procurement arrangements. • Provide any additional support as appropriate for the tendering and procurement process working alongside TfN's Procurement Manager.
8.	TfN compliance with Data Protection (GDPR) and Freedom of Information Act	<ul style="list-style-type: none"> • Manage and advise the Board of the implications for TfN of data protection (GDPR), freedom of information, data governance and other relevant legislation in order to ensure organisational compliance.



		<ul style="list-style-type: none"> • Oversee the effective management and administration of all Freedom of information (FOI) and Data Protection requests received by TfN including co-ordination, registration and maintenance of TfN's FOI Publication Scheme. • Maintain and oversee TfN's Information Governance Framework, ensuring corporate systems, processes and practices are maintained and continuously improved where necessary, working with the relevant heads of service. • Ensure efficient corporate records management throughout TfN, continually reviewing existing processes and modifying as required. • Working closely with the Leadership Team and other Senior Managers ensure TfN has an effective corporate management system, including policies, procedures and guidance that enables TfN to work efficiently and in line with required standards. • Manage legal issues surrounding information and support the workforce in their understanding of effective and legally compliant information/data management.
Compulsory Outputs (COs) <i>What must be achieved for the post-holder to be successful in the role</i>		Key Actions <i>How the COs will be achieved – the activities required</i>
1.	Ensure you comply with all applicable organisational legislation and policy:	<ul style="list-style-type: none"> • TfN Safety Management System. • Dignity at Work policy. • GDPR and Freedom of Information. • 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	<p>The post holder is expected to:</p> <ul style="list-style-type: none"> • 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		<ul style="list-style-type: none"> • Department for Transport • National Agencies including HS2 Ltd, Network Rail, Great British Railways, Highways England and Office for Road and Rail

	<ul style="list-style-type: none"> • TfN Boards and committees (political members and officers) • Senior Executives & Members of the various Mayoral Combined Authorities and Local Transport Authorities across the North of England • TfN's directors and senior managers
Direct Reports	<ul style="list-style-type: none"> • Senior Lawyer • Governance, Data Protection & Contracts Lawyer • Democratic Services Officer
Budgetary Responsibility	<ul style="list-style-type: none"> • Legal fees 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:	
EQ1	Degree in a relevant subject or equivalent experience.
EQ2	An appropriate legal qualification e.g. F.Inst.L.Ex, Solicitor, Barrister.
EQ3	Membership of an appropriate professional body.
ES Skills and Experience	
ES1	Demonstrable relevant legal experience at a senior level within a complex organisation.
ES2	Extensive 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	Detailed 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	Deep knowledge of area of specialism combined with broad knowledge of the industry and the relevant external environment (legislative, regulatory, best practice standards, etc.).
ES5	Strong influencing and stakeholder management skills; able to wield influence over other senior leaders across TfN and partner organisations.
ES6	Experience of leading delivery within a complex organisation with multiple competing demands.
ES7	Ability to maintain a strong connection between the professional service area and the business environment.
ES8	Significant people management experience with experience of leading a multi-disciplined workforce.
ES9	Strong commercial acumen.
ES10	Develops and creates governance/frameworks which spans the whole of TfN for a professional service area.
EC Essential Behaviour Competencies	
EC1	Cultivates Innovation - <i>Creates new and better ways for the organisation to be successful.</i>
EC2	Ensure Accountability - <i>Holds self and others accountable to achieve results, even under challenging circumstances.</i>
EC3	Collaborates - <i>Building partnerships and working collaboratively with others to meet shared objectives.</i>
EC4	Instils Trust - <i>Gaining the confidence and trust of others through honesty, integrity and authenticity.</i>
EC5	Financial Acumen - <i>Interpreting and applying understanding of key financial indicators to make better business decisions.</i>
EC6	Customer Focus - <i>Building strong customer/ stakeholder/ partner/ shareholder relationships and delivering customer-centric solutions.</i>
EC7	Directs Work - <i>Providing direction, delegating, and removing obstacles to get work done.</i>
EC8	Builds Effective Teams - <i>Building strong-identity teams that apply their diverse skills and perspectives to achieve common goals.</i>

EC9	Drives Engagement - <i>Creating a climate where people are motivated to do their best to help the organisation achieve its objectives.</i>
EC10	Manages Ambiguity - <i>Operating effectively, even when things are not certain or the way forward is not clear.</i>

