

## Job description

Job Title: Lawyer

Directorate: Devolution and Law

Responsible to: Senior Lawyer

## Job Purpose

The post-holder is required to undertake a wide range of legal work for the Commission which will include legal advice and assistance in relation to:

- electoral law and practice (including referendums)
- regulation of political parties and political finance
- policy development
- litigation
- the Commission's wider legal obligations as a public body including in relation to information law, procurement, contracts and employment matters.

## Key Accountabilities

Accountability
<p>To provide high quality legal advice and support to the Commission and its staff across the breadth of the Commission's functions which include:</p> <ul style="list-style-type: none"> <li>• electoral law and practice</li> <li>• regulation of political finance</li> <li>• producing regulations, guidance and codes of practice</li> <li>• policy development</li> <li>• information governance</li> <li>• litigation.</li> </ul>
<p>To ensure that legal advice provides options for the Commission, where appropriate, and examines the risks associated with particular courses of action so the Commission can make well informed decisions.</p>
<p>To provide client-focused legal services that meet colleagues' needs and protect the Commission's interests.</p>

To contribute to cross-Commission working and projects.

**General responsibilities:**

- to comply with quality standards operating in the Legal Team
- to use the legal case management system and other IT systems operating within the Commission
- to maintain confidentiality at all times
- to understand and comply with the Commission's procedures and policies
- to contribute to the success of the Legal Team
- to undertake such other duties commensurate with the duties of the post as may from time to time be directed by line management.

## Key Working Relationships

The post-holder will build and maintain successful working relationships with colleagues across the Commission and demonstrate a willingness to work collaboratively with others to help the Commission deliver its goals.

*This job description reflects the present requirements of the post and should not be seen as an exhaustive list of responsibilities. Duties and responsibilities may develop and change in consultation with line management.*

## Person Specification, Skills, Experience & Qualifications

Competency	Requirement	Essential or Desirable	How to assess?
Specialist knowledge and experience	<b>Fully entitled to practice in England and Wales under the rules of the Law Society or Bar Council.</b>	<b>E</b>	<b>A</b>
	<b>Experience of two or more of the following areas of law:</b> <ul style="list-style-type: none"><li>• <b>Advisory work</b></li><li>• <b>Statutory interpretation</b></li><li>• <b>Electoral law</b></li><li>• <b>Administrative and public law</b></li><li>• <b>Regulatory law</b></li><li>• <b>Litigation</b></li></ul>	<b>E</b>	<b>A / I</b>
	<b>Strong legal analytical skills, sound public law knowledge base and the ability confidently and effectively to interpret and apply new and complex legislation.</b>	<b>E</b>	<b>A / I / T</b>

	Experience of working for a public body whether government (central or local) or arms length organisation.	D	A / I
	Experience of advising senior decision makers and assisting them in reaching sound decisions.	D	A / I
Delivering results	<b>Experience of delivering authoritative and timely advice which advances the client's objectives.</b>	E	A / I / T
Problem solving	<b>Ability to remain calm under pressure and demonstrate quick thinking and sound professional judgment.</b>	E	A / I / T
	Ability to devise creative but sound solutions to complex issues and problems.	D	A / I / T
Planning	<b>Organisational, time-management and planning skills.</b>	E	A / I
Communication	<b>Strong written communication skills.</b>	E	A / T
	<b>Strong oral communication, influencing and interpersonal skills.</b>	E	A / I
	Drafting skills.	D	A / T
Team working/ managing relationships	Experience of contributing to a successful team.	D	A / I
	Willingness to respond flexibly to the needs of colleagues in a fast-evolving organisation.	D	A / I
Personal effectiveness	<b>Good judgment, including the ability to take a balanced, realistic and practical approach.</b>	E	A / I
Business management	An understanding of the work of the Electoral Commission.	D	A / I

A - application and CV

I - interview

T - test

Job Description and Person Specification last updated: 10/06/2025

By: G Bloom