

Job description

Job Title: Senior Lawyer

Directorate: Devolution and Law

Responsible to: Head of Legal

Responsible for: A team of legal staff

Job Purpose

The post-holder will manage a team of legal staff, hold a personal portfolio of complex matters, and supervise the provision of a wide range of legal advice to all parts of the Commission, including 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
To be responsible for the line management of a team of legal staff and the supervision of legal advice.
To hold one or more lead responsibilities for the delivery of the legal service. Lead responsibilities will be allocated by the Head of Legal and may change from time to time.
As a member of the Legal Management Team, to contribute to the delivery an effective legal service and to the continuous improvement of the service.
To provide and supervise the provision of high-quality legal advice to the Commission and its staff across the breadth of the Commission's functions and projects, including holding their own caseload of complex legal matters.
To ensure that legal advice includes options for the Commission, where appropriate, and exposes the risks associated with courses of action so the Commission can make well informed decisions, and its interests are protected.
To provide a client-focused legal service that meet the needs of the individuals using the service while protecting the Commission's interests as the ultimate client.

General responsibilities

- To comply with, and lead on upholding, quality standards operating in the Legal Team.
- To contribute to the success of the Legal Team and support colleagues.
- To understand, and actively promote, the Commission's aims and objectives (for example, as set out in its Corporate Plan).
- To comply with the statutory provisions of the Health and Safety at Work Act 1974.
- To work in accordance with the Commission's policies including in particular its equality and diversity policies, its performance appraisal process, its personal and team development process (which supports the Commission's commitment to the Investors in People standards), and its quality standards for written communications.
- To make full use technology for all appropriate tasks.
- To ensure that confidentiality is respected and maintained at all times.
- 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's directorates and demonstrate a willingness to work collaboratively with others to help the Commission deliver its goals.

They will also build and maintain successful working relationships with external stakeholders such as Government Lawyers, Counsel, and external firms instructed by the Commission.

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 Assessed
Specialist knowledge and experience	Fully entitled to practice in England and Wales under the rules of the Law Society or Bar Council	E	A
	Substantial experience of the following areas of law: <ul style="list-style-type: none"> • Advisory work • Statutory interpretation and • Administrative and public law 	E	A / I
	Experience of advising senior decision makers and assisting them in reaching sound decisions	E	A / I
	Strong legal analytical skills, sound public law knowledge base and the ability confidently and effectively to interpret and apply new and complex legislation	E	A / I / T
	Experience of working for a public body whether government (central or local) or arm's length organisation	D	A / I
	Experience of one or more of the following: <ul style="list-style-type: none"> • Legislative drafting or implementation • Litigation • Electoral law • Regulatory law 	D	A / I
Leading and managing people	Experience of managing staff performance to deliver a high-quality service	E	A / I
	Experience of devising and operating quality management systems to deliver a service that meets the needs of clients	D	A / I
Delivering results	Experience of delivering authoritative and timely advice which advances	E	A / I / T

	the client's objectives		
	Ability to manage staff to deliver results	E	A / I
	Change management skills and experience	E	A / I
	Experience of managing staff to deliver results	D	A / I
Problem solving	Ability to devise creative but sound solutions to complex issues and problems and advocate persuasively for those solutions	E	A / I / T
	Ability to remain calm under pressure and demonstrate quick thinking and sound professional judgment	E	A / I / T
Planning	Organisational, time-management and planning skills	E	A / I / T
	Ability to manage a team to ensure efficient and effective use of resources	E	A / I
Communication	Strong written communication skills	E	A / T
	Strong oral communication and interpersonal skills	E	I
	Strong influencing skills and a credible demeanour	E	A / I
Team working / managing relationships	Experience of developing and maintaining good working relationships with colleagues	E	A / I
	Willingness to respond flexibly to the needs of colleagues in a fast-evolving organisation	E	A / I
Personal effectiveness	Good judgment, including the ability to take a balanced, realistic and practical approach	E	A / I / T
	Sound organisational skills and the ability to devise systems and process to further business objectives	E	A / I

Business management	An understanding of the work of the Electoral Commission	D	A / I / T
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A - Application and CV **I** - Interview **T** - Test

Job Description and Person Specification last updated: 09/06/2025 By: A Fryer