

ROLE DESCRIPTION

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| Job Title | Principal Lawyer (Commercial) |
| Salary Band | SCP 44-50 |
| Reporting to | Major Projects Lawyer |
| Directorate | Resources |
| Service Area and sub area | Legal and Democratic Services |
| Team | Legal Services |
| Political Restriction | No |

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| 1. Primary Purpose of the Post |
| <p>The Principal Lawyer will be responsible for protecting the interests of the Combined Authority and Merseytravel (together the Organisations) by advising upon, drafting and negotiating complex legal agreements.</p> <p>The post-holder will support innovative and major development projects on behalf of the Organisations. These projects will make significant contribution to regeneration within the Liverpool City Region. This may require bespoke legal drafting and the development of novel legal solutions to secure client and regional objectives.</p> <p>The postholder will be required to advise upon legal structures to secure project delivery and in some instances a financial return to the Organisations. Further the postholder will have the opportunity to provide advice to a range of public and company entities.</p> <p>The postholder will also be required to work closely with senior officers in the Organisations.</p> |
| 2. Your responsibilities |
| <p>The postholder will be required to:</p> <ul style="list-style-type: none"> • provide comprehensive legal support, often alongside other Senior Legal Officers, to develop projects from inception to completion; • work as part of project teams to secure the “best deal” for the Liverpool City Region offering legal support, sound advice and appropriate challenge; • draft and negotiate legal clauses and agreements often on a bespoke basis to support project objectives for the Organisations, to protect the legal position as well as securing a financial return to the Organisations where appropriate; |

- supporting senior officers to advise upon and execute appropriate financial and legal structures for projects and entities to protect the Organisations' interests, whilst ensuring that the Organisations act within their legal powers;
- work with the investment teams to structure (and support with legal documentation) the Combined Authority's financial commitments, including the offering of debt, equity, guarantees and grant funding on a commercial and sub-commercial basis;
- support the investment team to prepare submissions to the investment panel and to the Combined Authority (as appropriate) and to present projects for approval and to identify any due diligence requirements;
- provide strategic and professional advice on legal, constitutional and corporate governance issues;
- promote and ensure compliance with the highest standards of corporate governance and legal compliance;
- support and mentor other members of the team, sharing best practice;
- support the Major Projects Solicitor and Deputy Monitoring Officer to ensure effective management of resources in accordance with best practice and the Constitutions of both Organisations to meet the needs of stakeholders and delivery of the Organisations' priorities and objectives;
- represent the Organisations with a range of stakeholders, including the Constituent District Councils (within the Liverpool City Region), Central Government and the private sector in a professional and diligent manner; and
- undertake any other duties commensurate with the general level of responsibility of this post.

General Managerial Responsibilities

At this stage this post has no direct line management responsibility for any staff,

However, due to the seniority of the post within the structure, the post-holder will be required to:-

- share and communicate a clear understanding of the Organisations' priorities across the Legal, and Democratic Services functions;
- ensure the development, provision and analysis of high quality management information and documentation that is timely, accurate and meaningful;
- create a positive learning and working environment through delegation, mentoring and coaching of staff and through the identification of training and development needs;

- encourage a culture of continuous improvement to develop an outstanding service, where value for money and best value are delivered and innovation and enterprise flourish;
- promote strong, direct and effective communication and involvement with all stakeholders;
- promote the work of the Organisations locally, regionally and nationally; and
- support the Organisations' commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken.

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the Combined Authority's safety plan.

3. General Corporate Responsibilities

The postholder will be required to:

- represent and promote the work of the Organisations and the wider Liverpool City Region, locally, regionally and nationally;
- in line with their role to ensure 'joined up' policy and practice across areas of the Liverpool City Region;
- work with other members of the Legal, Democratic Services, Procurement, Project assurance, Finance and Investment teams to make open, honest and effective corporate management decisions within the Organisations' formal governance structures;
- provide leadership by supporting the delivery of high quality legal services within the Organisations;
- promote understanding of and adherence to the Organisations' values by modelling appropriate behaviours and encouraging others to do likewise;
- support a culture that places customers first, adopts a can-do approach and focuses on communities and working locally;
- promote efficiency targets and initiatives;
- mentor members of the team as required;
- contribute to the corporate management of the strategic risks facing the Organisations.



This job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing. There is recognition that the Organisations are likely to be subject to continuous change. As such, senior officers are expected to work flexibly and accept that their areas of specific responsibility may also be subject to change.

4. Recruitment Plan

Competency Based Interview
Assessment

PERSON SPECIFICATION

Job Title:

| Criteria | | |
|---|--------------------------------|---------------|
| Qualifications and Training | E = Essential D = Desirable | Identified By |
| Currently practising and qualified solicitor or barrister | E | A |
| Membership of (or eligibility to join) a recognised and relevant professional body. | D | A |
| Extensive post-qualification Experience. | E | A |
| Evidence and commitment to continuous personal and professional development. | E | A |

| Experience and knowledge | E = Essential D = Desirable | Identified By |
|---|--------------------------------|---------------|
| Knowledge of the legal framework, the role, function and statutory powers of Merseytravel and the Combined Authority (Organisations). | E | A, I |
| Experience of complex legal agreements and drafting legal clauses and legal agreements to govern the management of Funds and commercial contractual relationships with third parties. | E | A, I, AC |
| Experience of working at a senior level, influencing and advising on contracts and structuring complex legal transactions. | E | A, I |
| Experience of operating at a senior level with external and internal stakeholders. | E | A, I |
| Experience of operating effectively and collaboratively as part of a senior team and supporting colleagues from other departments. | E | A, I |
| Experience of advising on and drafting legal agreements that may have significant financial implications and will require bespoke financial drafting. | E | A, I |



| Skills and abilities | E = Essential D = Desirable | Identified By |
|---|--|----------------------|
| Extremely high standards of professional awareness and conduct. | E | A, I, AC |
| Strong interpersonal skills, with the ability to lead, inspire and motivate others within a culture of proactive service delivery and continuous improvement. | E | A, I |
| The ability to negotiate, influence and generate confidence, trust and respect. | E | A, AC |
| A high level of strategic awareness. | E | A, I, AC |
| The ability to deliver under pressure, prioritising work against competing demands to meet (often challenging) deadlines. | E | A, I |
| A Positive, flexible and responsive individual, with a dynamic and creative approach to problem solving. | E | A, I |
| Evidence of creative, innovative thinking, encouraging ideas from across teams, creatively working around new constraints and challenges and capable of translating ideas into policy and practice. | D | A |
| The ability to work as part of any project team to deliver organisational requirements | D | A |

| Personal Attributes | E = Essential D = Desirable | Identified By |
|---|--|----------------------|
| An understanding of and a personal commitment to delivering a high quality legal service. | E | A, I |
| A commitment to providing a high quality customer service and ensuring service standards are met. | E | A, I |
| A commitment to and understanding of Equal Opportunities and Social Value | D | A |

| Core Behavioural Competencies | E = Essential D = Desirable | Identified By |
|--|--|----------------------|
| Knowledge of the key issues facing the City Region. | E | A, I, AC |
| Experience of working in the public sector | D | A |
| A flexible approach to working hours, locations and willingness to work flexibly as and when required. | D | A |



**LIVERPOOL
CITY REGION**
COMBINED AUTHORITY

METROMAYOR
LIVERPOOL CITY REGION

Key to Assessment Methods:

| | | |
|---------------|-----------------|-----------------|
| I – Interview | A - Application | AC – Assessment |
|---------------|-----------------|-----------------|