

JOB DESCRIPTION

JOB TITLE:	Legal Manager
GRADE:	Grade 1
REPORTING TO: Business Lead	Assistant Director of Governance and Assurance
RESPONSIBLE FOR:	Legal Team and Data Governance Team

ROLE SUMMARY

The Legal Manager will provide legal and data governance oversight across believe housing, ensuring that we provide timely, effective and accurate advice to support our activities.

They will lead teams providing advice and legal counsel to the business including drafting, negotiating and settling commercial, non-commercial and procurement arrangements with third parties to achieve believe housing's objectives along with supporting effective tenancy management.

The team will also ensure that we are compliant with our data governance responsibilities and provide advice and guidance to the business to ensure this is considered throughout our activities.

MAIN DUTIES AND RESPONSIBILITIES

The post holder will assist the Assistant Director of Governance and Assurance in ensuring timely and accurate legal and data governance advice is delivered across believe housing. The key areas of responsibility will be:

- Developing a legal service which provides or coordinates all advice and guidance on legal matters across believe housing and prioritising such requests for advice appropriately;
- Lead, develop and coach a team of legal and data governance specialists to achieve great results and support career growth;

- Work with senior leaders across the organisation to understand their priorities and business activities to help anticipate the type of legal support that will be required;
- Ensure that there is an effective approach to providing advice, support and case management in connection with all legal services required by believe housing, including the associated general advice given in the normal course of events from a lawyer to a client, and specialist advice in relation to believe housing's services;
- Where necessary, obtain and manage legal advice and support through external contracts/agreements in line with believe housing's procurement rules;
- Managing all budgets and contracts associated with the provision of legal services in accordance with financial instructions;
- Ensuring appropriate systems are established and instruct any support staff in the setting up of appropriate legal files and systems which meet believe housing's and legal requirements;
- Representing believe housing at court, tribunals, inquiries and so on, as appropriate;
- Ensuring believe housing complies with all relevant law and that the Board and senior leaders have access to relevant legal advice to make informed decisions;
- Ensuring the requirements particularly of any Information legislation (Environmental Information Regulations and Data Protection Act) are accurately reflected, monitored, reviewed and communicated appropriately within believe housing's policies, procedures and plans/any other relevant documents;
- Ensure that we are compliant with our data governance and record keeping responsibilities and provide advice and guidance to the business to ensure this is considered throughout our activities;
- Ensure that all requests for information from data subjects/third party requests and maintaining an appropriate register of such requests are dealt with in accordance with believe housing's policy and procedure;
- Maintaining statutory registers and ensuring statutory and regulatory returns are filed;
- Attend appropriate meetings to represent the Assistant Director of Governance and Assurance, in line with the responsibilities of the role, across believe housing;
- Prepare and where appropriate deliver training and periodic updates as they impact across the sector to Boards, management and staff as appropriate in relation to those duties and responsibilities identified;
- Your duties may vary from time to time within the broad remit of your role and grade. You are required to undertake any such reasonable and appropriate duties.

ORGANISATION WIDE RESPONSIBILITIES

- To manage health and safety issues in your area of responsibility in line with the relevant section(s) of the Health and Safety Policy.
- To comply with confidentiality and information security policies at all times.
- Demonstrate believe housing's values and behaviours
- To deliver financially viable and economically effective services, seeking to gain maximum benefit from the use of resources and increasing social value
- Be responsible as a member of the management team for the effective use of organisational assets and resources

PERFORMANCE MEASURES

Corporate Performance Scorecard

Business Scorecard Metrics

Compliance with legislative and regulatory standards

Adherence to Health and Safety Policy

Delivery of strategic corporate projects and team projects

Demonstrating corporate values, attitudes and behaviours

Engagement scores

PERSON SPECIFICATION

	Essential	Desirable	Method of Assessment
Qualifications	<p>Educated to degree level in a relevant subject</p> <p>Qualified Solicitor/Legal Executive/Barrister</p> <p>Full membership of a relevant professional body</p>		<ul style="list-style-type: none"> ▪ Application Form ▪ Selection Process • Pre-employment checks
Experience	<p>Experience of working at a senior level in a similar organisation</p> <p>Experience of working in a regulated environment</p> <p>Experience in the Social Housing Sector</p> <p>Experience of managing a legal function</p> <p>Experience of supporting Data governance and data protection functions</p>		<ul style="list-style-type: none"> ▪ Application Form ▪ Selection Process

Skills/knowledge	<p>Excellent effective communication skills both written and verbal</p> <p>Experience of leading and developing teams to high performance</p> <p>Able to deal with difficult or uncomfortable issues</p> <p>Ability to negotiate, influence and persuade individuals and groups</p> <p>Ability to analyse complex information</p> <p>Experience of providing information to a variety of audiences</p> <p>Ability to think strategically, plan ahead and make timely decisions</p> <p>Ability to engage effectively with staff, customers and stakeholders</p> <p>Ability to manage programmes and projects</p> <p>Knowledge of the current issues facing the social housing sector</p> <p>Knowledge of the current regulatory framework relating to the social housing sector</p> <p>Knowledge of all current legislation facing the social housing sector</p> <p>Knowledge of data protection and other relevant information legislation</p>	<ul style="list-style-type: none"> ▪ Application Form ▪ Selection Process
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