

JOB DESCRIPTION

Senior Lawyer

Post Ref	3.2.1.1, 3.2.1.2 and 3.2.1.3
Reporting To	3.2.1 Associate Director Legal Establishment
Pay Band	G7
Line Management, Accountable For	N/A
Budget Management	N/A

Job Purpose

Ofqual’s lawyers need to ensure that Ofqual receives high quality, targeted legal advice on the full range of public and regulatory law issues. The work involves advising on the development of and implementation of regulatory policy, enabling secure regulatory enforcement actions including statutory directions and fines, supporting live investigations and audits and advising on a range of business activities including commercial and contract work and information compliance. The work is varied and complex, the pace is fast and Ofqual’s lawyers need to be resilient and agile. Ofqual has an ongoing portfolio of litigation matters and Ofqual’s lawyers need to be flexible in managing a mixed caseload of contentious and non-contentious matters.

The Senior Lawyer will provide high quality, targeted and accessible legal advice across a range of practice areas and will work as a valued business partner with colleagues across Ofqual in order to secure and deliver effective solutions to legal issues. The Senior Lawyer will need to be highly experienced and technically proficient in their areas of legal specialism and may be the senior in-house technical expert for a specific practice discipline. They will be expected to work with a high degree of autonomy on complex legal matters. The Senior Lawyer will generally lead and manage their own portfolio of matters but they will also work collegiately with other Senior Lawyers, the Associate Directors (Legal) or the Director of Legal on larger legal projects, particularly those which require input from multiple legal specialisms. Senior Lawyers will also supervise the work of the Legal Advisors.

The Senior Lawyer will be expected to provide legal advice that is placed within the wider strategic context and as such will be expected to develop and maintain a broad knowledge of Ofqual’s business areas, to develop strong working relationships with colleagues at all levels across the business and to be able to be both influential and

persuasive in securing high levels of legal compliance whilst supporting the effective delivery of Ofqual's strategic objectives.

Key Accountabilities

- Proactively identify legal issues at the earliest opportunity and develop and implement strategies to address them.
- Use a range of persuasion and influencing skills to secure strategic outcomes that are compliant with the law.
- Use high level legal competencies to develop and implement innovative solutions to legal problems.
- Maintain a high degree of technical competency in one or more of the legal specialisms needed by Ofqual.
- Help to support and train Ofqual staff to enable them to understand the legal context for Ofqual's work, raise awareness of legal issues, develop Ofqual staff's legal acumen and support and enable staff to make best use of legal advice.
- Commission and manage the provision of external legal advice, ensuring that externally commissioned lawyers are provided with all necessary information to enable them to provide advice that is accurate, targeted and which represents the best value for money.
- Communicate externally commissioned legal advice to Ofqual colleagues in a way which maximises their ability to understand and apply it appropriately
- Contribute to the ongoing development of the practice and procedures of the Legal team.
- Support the development and delivery of a coherent approach to meeting Ofqual's legal resource requirements alongside the wider legal team.

Corporate Accountabilities

- Leading by example as a role model for Ofqual's values and professional standards.
- Driving the delivery of business and corporate plans for your own areas of responsibility.
- Driving continuous improvement within your own areas of responsibility.
- Taking a proactive approach to risk management, ensuring risks and issues are identified, addressed and reported and, where appropriate, escalated.
- Managing individuals or teams through line management and/or matrix management arrangements as required, ensuring under performance is managed and adequate resourcing is planned to meet objectives.
- Managing delegated resources (e.g. budgets, equipment and contracts) as appropriate, to ensure value for money.
- Being fully aware of and actively complying with Ofqual's policies and procedures relevant to your own responsibilities and to corporate policies and procedures including equality, sustainability and the environment, health and safety and data protection.
- Performing any other reasonable duties as directed by line management.

This job description is not intended to be an exhaustive list of duties. It will be reviewed and updated in conjunction with the post holder in the light of experience.

PERSON SPECIFICATION

Experience

Criteria	Essential (E) or Desirable (D)
Experience working in-house ideally in the public sector with additional private practice experience in a relevant area an advantage.	D
Experience working with colleagues at all levels including at Board and Executive level.	E
Experience managing provision of additional legal services from external provider.	D

Legal professional Skills

Criteria	Essential (E) or Desirable (D)
A sound understanding of public and regulatory law.	D
An understanding of one or more of the other key areas of law relevant to the practice (commercial, procurement, information or employment law).	D
Effective use of analytical and innovative thinking and application, specifically (but not exclusively) in relation to the interpretation of law.	E
High level of literacy, presentation, and verbal communication skills and is able to express themselves clearly and simply.	E
Ability to understand and analyse complex issues and information.	E
Able to work effectively within a multi-disciplinary, project environment.	E
Able to respond to competing priorities from a wide range of contacts/organisations.	E
Ability to identify key issues within complex problems/cases, and ensure effective use of time and resource.	E
Able to manage a varied and complex caseload.	E

Qualifications

Criteria	Essential (E) or Desirable (D)
<p>Qualified to practice as a solicitor or barrister in England and Wales with significant post qualification experience.</p> <p>Applicants qualified in a jurisdiction outside England and Wales may apply but must be eligible to undertake the Qualified Lawyers Transfer Scheme and must do so within 12 months of appointment.</p>	E

You will be required to evidence the essential criteria in your application, and if successful, at interview. Additionally you may also be required to complete online tests, exercises, scenarios and/or psychometric testing.