



# Role Profile

<b>Job title:</b>	Solicitor	<b>Department:</b>	Legal & Governance
<b>Grade:</b>	B	<b>Reports to:</b>	Head of Legal
<b>Location:</b>	Head Office	<b>Budget responsibility (optional):</b>	

CITB aims to lead the construction sector by example to ensure fairness, inclusion and respect for all. We seek to build a workforce that reflects Britain's diverse population and people from under-represented groups are encouraged to apply for vacancies. Our main objective is to create a culture that helps all of our customers strive towards a workforce that is reflective of today's society.

## Role purpose:

To provide legal advice to the organisation to ensure it operates within its statutory framework and business model.

The role particularly impacts on :-

- Non- levy income (in that all sources of income will be received under a contract, often the solicitor will need to come up with a solution to enable this income to be received within an appropriate framework of risk management)
- Grant (this role will advise on interpretation of grant scheme rule)
- Commercial arrangements (this role will find innovative solutions which allow the maximisation of commercial revenue- this is particularly the case given the individuals in this role will often take the lead in negotiation of commercial and other arrangements on behalf of the business)
- Risk management (individuals in this role will make decisions hourly on what is acceptable in terms of risk for the organisation and make judgment calls on what factors need to be taken into account and escalated where appropriate)
- This role has no direct line management or budgetary responsibilities but is significant in impacting on the ability of the rest of the organisation obtaining income, reducing costs and exploiting its assets. Also has a role to manage costs of third party experts.
- Individuals in this role will deal directly with senior managers and Directors on a very frequent basis.

## Key responsibilities and accountabilities

1. To assist the organisation by advising on the scope and extent of statutory framework and powers
2. Interpret statutes, statutory instruments and other legal regulations to ensure organisational compliance
3. Identify issues to senior management and propose solutions and other appropriate actions
4. Proactively assess and evaluate organisational threats/opportunities as a consequence of the legal environment and legislative change
5. To advise on and draft the legal arrangements for contracts with commercial and other service/product providers
6. Assess medium/long term fit of major contractual obligations with organisational strategic objectives



# Role Profile

7. Facilitate an support risk management (particularly commercial and legal) by establishing standards for contractual arrangements with providers and partners
8. Support the exploitation and protection of intellectual property rights relating to organisational products and services (including advising on overseas issues)
9. Review the effectiveness of major current contracts with senior management and identify areas for development and improvement
10. To provide in-house expertise on other legal matters
11. Act as legal in house expert on all matters relating to property law, public liability, Freedom of Information, Data protection and all other legal issues
12. Legally represent organisation where required including at tribunals or courts
13. Provide advice to levy collection team where required
14. Provide business solutions particularly in the area of commercial exploitation of organisations assets.
15. Manage difficult levy appeals where appropriate, providing advice and guidance to appeals team
16. Decision making on a daily basis in such areas as:
  - Acceptable business risks
  - Professional judgements on legal issues and resolutions
  - Negotiation of arrangements with third parties
  - Who needs appropriate level of knowledge of issues within organisation
  - These decisions will have potential impact on risks within the organisation, reputation of the organisation as well as financial position- overall potential impact on the organisation

## People Leadership / Team Leadership – where the role has direct or matrix reports.

- People management to consist of management of one or more areas of the Legal Department as required. This may include the supervision and management of the Appeals and Levy collection teams, and administrative team. Such management will include the provision of technical support and guidance as well as day-to- day management of teams.
- People management consists of indirect team leadership in legal projects and across the legal team. Individuals in the role are responsible for focussing and guiding other individuals across Teams to ensure delivery of projects ranging for many millions of pounds to a few thousands

## Key contacts and relationships:

### Internal:

- Directors, Senior managers and Managers

### External:

- Third party suppliers and other “partners”
- External specialist advisers (eg trade mark agents)
- Lawyers representing claimants
- Judges and Court staff as appropriate

## Knowledge and Experience

### Essential



# Role Profile

- Degree required (not necessarily in law)
- Qualified English law solicitor holding a current practising certificate
- Post qualification experience including some within a commercial environment with experience of drafting commercial contracts
- Communication skills - persuading, influencing, advising and negotiating on complex and interrelated subjects
- Complex problem solving skills - need to find novel solutions to problems- answers are not readily available and answers required from knowledge, research and intellectual thought.

## **Desirable**

Expertise and experience in the following areas:

- Regulated Industry
- Property law
- Intellectual Property rights
- Data Protection/Freedom of Information
- Public sector procurement law
- Extensive and developed negotiation skills

## **Behavioural competencies:**

- Works collaboratively – level 3
- Working with Courage and Integrity – level 3
- Innovation, Change and Agility – level 3
- Communicating with Impact – level 3
- Effective Decision Making – level 3

## **Special Conditions/Other Requirements: e.g. travel requirements, working arrangements**

Flexibility in working arrangements