



Role Profile

Job title:	Head of Legal	Department:	Legal & Governance
Grade:	A	Reports to:	General Counsel & Board Secretary
Location:	HO – Peterborough (interim Bircham Newton)	Budget responsibility (optional):	

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 deputise for the General Counsel on all legal matters across the organisation and to lead on and deliver an effective legal service in all core business activity.

Key responsibilities and accountabilities

- Provide creative, strategic and commercial legal advice across all core business activity that recognises both legal and non-legal drivers.
- Manage and deliver a first class in-house legal function that delivers a demanding and varied workload of legal matters with commercial contracts as the focus.
- Deputise for the GC at project meetings or in team management matters including holding any delegation of authority.
- Provide legal oversight and effective support to all transformation and divestment projects.
- Advise and supervise the Legal Team on all strategic, regulatory and commercial matters with particular emphasis on the ITA and related legislation.
- Liaise with external lawyers to provide effective and cost efficient legal advice to the organisation.
- Ensure good governance and legal risk management of all legal matters across the organisation.

People Leadership / Team Leadership



Role Profile

- 3 Immediate line reports:
 - Solicitors x 2 (2 FTE)
 - Levy Compliance Manager x 1 (1 FTE)
- Provide proactive one-to-one and group coaching as appropriate to improve the skills, accuracy and quality of work and behaviours of all members of the Legal Team
- Carry out the duties of a line manager; setting and reviewing Personal Performance Plans, conducting regular team meetings and 1-2-1's, dealing with Grievance and Disciplinary procedures and ensure the effective and efficient control and direction of work through the Levy Appeals Team
- Direct involvement within the recruitment and selection process of all Legal Team
- Supervising the Legal Team with any technical legal queries
- Provide support when required to wider Legal Team and any other member of the Exec or Leadership Team.
- Undertake in personal development as the needs of either the post or the team may from time to time require.
- Assist in the development of the Board Trustees and external stakeholders in ITA compliance matters
- Persuade, negotiate and influence line reports, peers, Leadership Team and Executive

Key contacts and relationships:

Internal:

- Legal Team - Provide management and supervisory support to the Legal Team
- Governance – Provide supervisory support, advice and guidance to the Deputy Board Secretary and the Governance Team
- Leadership Team – Adhoc support as required dealing with any legislation related disputes, complaints or queries
- Exec – Adhoc support as required dealing with any legislation related disputes, complaints or queries

External:

- Enabling Partners - Supporting all areas of the business on effective contract management;



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- Instructing, supporting and managing external lawyers on legal matters to ensure best value.

Knowledge and Experience

Essential

- Educated to degree level with relevant professional qualification
- Qualified solicitor holding a current practising certificate
- Significant post qualification experience (or equivalent) including the following areas:
 - Regulated Industry
 - Commercial Law
 - Intellectual Property rights
 - Commercial Litigation
 - Employment Law
 - Data Protection/Freedom of Information
 - Public sector procurement law
 - Charity law
- Experience of influencing senior stakeholders (internal and external)
- Demonstrable experience of managing a team of professionals and/or a virtual cross-functional team
- Advanced analytical skills in order to be able to evaluate factual and qualitative information in complicated or novel situations; demonstrable ability to filter, prioritise, analyse and validate potentially complex and dynamic material
- Experience in planning, budget management and policy development
- High level of communication skills, including interactive listening in order to be able to negotiate with other managers and senior leaders
- Negotiation, influencing and diplomacy skills in order to be able to achieve the overall right outcome for CITB

Desirable

- Experience of working with a legal Case Management system
- Good working knowledge of Microsoft Office Packages
- A proficient level of IT skills

Behavioural competencies:

- Works Collaboratively Level 3



Role Profile

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| <ul style="list-style-type: none">• Drives for Results• Working with Courage & Integrity• Building Capability• Communicating with Impact• Effective Decision Making | <ul style="list-style-type: none">Level 3Level 3Level 3Level 3Level 3 |
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Special Conditions/Other Requirements:

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| <ul style="list-style-type: none">• Ability to travel within UK as required• Overnight stops as required• Flexible approach to working hours to meet deadlines |
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