



JOB DESCRIPTION

Role	Lawyer
Reports to	Deputy Monitoring Officer

Context

The Combined Authority is a new organisation, established in March 2017, with a vision to make Cambridgeshire & Peterborough the leading **place in the world to learn, live and work**.

A lean, agile and effective organisation, we focus on delivering key ambitions for the Combined Authority which include:

- doubling the size of the local economy
- accelerating house building rates to meet local and UK need
- delivering outstanding and much needed connectivity in terms of transport and digital links
- providing the UK's most technically skilled workforce
- transforming public service delivery to be much more seamless and responsive to local need
- growing international recognition for our knowledge-based economy
- improving the quality of life by tackling areas suffering from deprivation.

To bring these plans to life we are making a number of key strategic appointments.

Job Purpose

To deliver a high quality legal service focused on the provision of advice and assistance in a mix of the disciplines relating to the work of the Combined Authority (for example, including a mix (but not all) of: commercial law, contract and procurement, corporate & company law, Governance and Information Governance).

Key Responsibilities

- Carry out legal work within the area of speciality set out in the schedule to this job description
- You will manage your own caseload with appropriate supervision and provide legal advice and assistance regarding a mix of commercial law, contract and procurement, corporate & company law, Governance and Information Governance.
- Assist the Monitoring Officer, Deputy Monitoring Officer, and other members of the team to create a corporate working culture across the Authority focussed on excellence, continuous improvement and high professional and service standards



- Lead and assist on matters which involve commercial law, contract and procurement, and corporate & company law, Governance and Information Governance. (Note: the post holder need not have knowledge of all areas, and may have a mix)
- Assisting the Combined Authority with all transactions and work related to Combined Authority Companies
- Advise Combined Authority colleagues, elected members, private sector Business Board members and key stakeholder on sensitive and highly complex legal matters
- Ensure an open and transparent decision-making process and deliver appropriate political management systems to deliver on the Combined Authority strategic objectives
- Advise Combined Authority colleagues, elected members, private sector Business Board members and key stakeholder on legal matters

Person Specification

Leadership Behaviours

- Expansive, creative business thinker who thinks outside 'tried and tested' models or approaches
- Exceptional communicator and relationship-builder that generates confidence in colleagues, members and senior business stakeholders
- A strong professional with energy, flair resilience and credibility who provides others with clear direction
- Acutely political aware – able to assimilate and navigate political contexts with skill
- Highly adaptable - to changing circumstances and demands
- Collaborative – works productively with peers, team and others
- Motivated – driven by personal and organisational achievement

Qualifications, Skills and Knowledge

- Qualified Lawyer or Solicitor, Legal Executive, or Barrister with experience .
- Experience in one or more legal disciplines relevant to the role and referred to above in either the private or public sector
- knowledge of public sector practice, the political environment and statutory obligations across the organisation as a whole.
- An understanding of the financial framework governing local authority activities.
- A good understanding of the statutory and regulatory framework which guides local government



- Ability to think strategically and to work with elected members to translate political vision into operational programmes..
- Ability to work in a facilitative way and devise innovative solutions to significant and complex legal problems.
- Excellent negotiation skills and an ability to influence outcomes through reasoning, persuasion and tact.
- High intellectual and analytical abilities; able to assimilate and analyse information quickly, identifying issues, priorities and solutions and using effective models, techniques and resources to resolve issues.
- Ability to use information technology to improve service delivery and reduce costs.
- Demonstrable continuous development and improvement of own leadership and professional practise.

Experience

- Experience of dealing with legal matters in some of the subject areas described above in either the private or public sector..
- A demonstrated ability to advise members of policy options, determine priorities and to communicate a clearly recommended way forward.
- Evidence of high level leadership with ability to impact, motivate, influence and develop others.
- Demonstrated evidence of significant service improvement through managing change including staff engagement, capacity building, workforce modernisation and organisational reform.
- Significant experience of the preparation, management and control and targeting of budgets, ensuring priorities and targeting of resources to achieve maximum value for money and income generation.
- Experience of identifying ways in which services can be delivered more efficiently by ensuring that the processes used and the resources needed to apply those processes, provide the optimum route to achieve cost-effective solutions.
- Evidence of personal commitment to diversity in the workplace and in the shaping of service outcomes.
- Experience and knowledge of transport including bus network, bus contracts bus franchising , rail and highways

Role Specific Areas of Legal Responsibility

- Commercial
- Procurement
- Contract
- Governance and Information Governance
- Corporate and Company
- Transport



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY