

Delivery Lead – Commercial and Regulatory

Directorate:	Resources
Service area:	Legal and Democratic
Accountable to:	Tier 3 Strategy and Commissioning Manager Legal and Democratic
Politically restricted post:	Yes
Job Title:	Delivery Lead – Commercial and Regulatory
Grade:	Hay E

Context

You will play an active role as part of Warwickshire Legal Services (“WLS”) working in partnership with colleagues on our Legal Service Management Team and with Team Leads within your area and the wider Service to deliver the legal services required by our clients in accordance with our Business Plan, the Council Plan and our organisational vision, values and behaviours.

You will manage and lead your teams to meet these objectives in its provision of services which include the following areas of law:

- Property
- Commercial Contracts
- Procurement
- Company
- Projects
- Construction and Engineering – contracts and disputes
- Data Protection Advice – in conjunction with colleagues in the Governance Team
- Planning
- Highways
- Transportation
- Road traffic
- Development agreements and instruments
- Trading standards
- Fire safety
- Licensing
- The restraint and investigation of domestic violence and anti-social behaviour
- Travellers
- Housing
- Other local authority regulation and
- Associated criminal and civil litigation.

You will maintain good working relationships with key stakeholders including our Monitoring Officer, s151 Officer, Elected Members and our clients.

Specific role assignment

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Delivery responsibilities	<p>In close collaboration with your Team Leads:</p> <ol style="list-style-type: none">1. To co-ordinate and manage a substantial and complex caseload of high value and complex regulatory, development and contentious legal work ensuring appropriate resources are allocated to such work and undertaking complex legal work within your particular specialism as required.2. To operate at a senior level in all aspects of service delivery, applying sound judgement in reaching decisions and leading by example.3. To ensure the provision of accurate, succinct and timely legal advice, representation and support to Officers and Members of the Council, and external clients, on legal matters within the remit of the Teams under your Leadership as required and with a commercial and strategic insight.4. To support the Strategy & Commissioning Manager, other Delivery Leads and Team Leads in all aspects of WLS as required, including in leading, developing and supervising the Service.5. To support the effective operation and management of WLS, including the delivery, maintenance and development of effective case, performance and quality management systems and other business and administrative systems.6. To support WLS's revenue and client growth ambitions, build strong working client relationships and keep improving the WLS offer.7. To lead, manage and supervise your Teams and associated staff, provide professional supervision and conduct regular 1:1 meetings, appraisals and file reviews and provide other management support as may be required.8. To represent WLS at Council and other relevant partner and client meetings in a professional and competent manner.9. To maintain and develop an advanced knowledge of the law and procedure relevant to your own practice areas.
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	<p>10. To build and maintain effective relationships with key clients and be accountable for the quality and level of services provided to them.</p> <p>11. To lead your Teams in developing and sharing legal know-how within WLS and with clients, ensuring that appropriate professional training and standards are maintained.</p> <p>12. To ensure personal, Team and Service compliance with WLS and Council policies and procedures, our Council Behaviours and Values, and client practices, as may be applicable.</p> <p>The Strategy & Commissioning Manager Legal and Democratic, Assistant Director Governance and Policy (or their nominated representative(s) may revise the work undertaken by the postholder after discussion with them and they must be prepared to change and develop the role to suit the needs of the Service.</p>
Key business measures	<p>Utilisation rates.</p> <p>Client satisfaction rates.</p> <p>Surplus and contribution to the Council's Medium Term Financial Strategy</p>
Statutory responsibilities <i>(if applicable)</i>	None.
Specific experience and attributes	<p>Essential:</p> <p>At least five years' experience in aggregate as a fully qualified solicitor or barrister providing legal services to clients in a substantial number of areas of law within the remit of the Team.</p> <p>Experience of management and leadership in an organisation of similar size and complexity to Warwickshire County Council or a legal business of comparable scale and breadth to Warwickshire Legal Services.</p> <p>An in depth and up to date understanding of administrative law, including governance and probity</p> <p>An understanding of the wider corporate role of a local authority lawyer</p>

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	<p>Ability to undertake complex and original legal drafting, analysis and advice</p> <p>Versatility and ability to learn rapidly</p> <p>Excellent oral and written communication skills with a variety of audiences</p> <p>Ability to give clear, concise and practical advice and provide useful solutions to complex problems</p> <p>Ability to lead, motivate, manage and inspire confidence in teams, clients and stakeholders</p> <p>Commercial awareness and appreciation of the principles of business management and development</p> <p>Sound judgement</p> <p>Ability to travel throughout Warwickshire</p> <p>Exhibit behaviours in line with our stated corporate standards for staff and managers</p> <p>Organised, punctual and courteous</p> <p>High level of integrity and professional commitment</p> <p>Proactive, autonomous and a team player as required</p> <p>Interpersonal skills including the handling of conflict</p> <p>Flexible in relation to working hours</p> <p>Readiness to deal with unforeseen and urgent demands</p> <p>A desire to provide a client friendly service</p> <p>Consistent and effective record of attendance at work</p> <p>Readiness to be accountable for decisions and the delivery of outcomes</p> <p>A practical appreciation of the principles of performance management, business development and effective client relationships and the ability to apply them successfully</p> <p>Any other abilities required to discharge the responsibilities of the role in accordance with this Role Profile</p> <p>Desirable:</p>
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	<p>Experience of local authority or comparable public sector organisations</p> <p>Experience of advising local authority committees</p>
Specific qualifications/and registration	<p>Essential:</p> <p>Solicitor or Barrister registered with appropriate regulatory body with current practising certificate and able to practise within England and Wales.</p> <p>Desirable:</p> <p>First or upper second class honours degree</p>
Budget responsibility	None.
FTE responsibility (line management)	Direct reports circa 8 (overall reports circa 35)
Key stakeholder relationships	<p>Colleagues within Legal and Democratic AD Governance and Policy</p> <p>Monitoring Officer</p> <p>Senior Leadership Team and Corporate Board Members</p> <p>External Clients</p> <p>Internal Clients</p> <p>Counsel and external providers</p>

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Generic capabilities of the role

Generic Capability	Descriptor
Business Acumen	<ul style="list-style-type: none">• Deliver in year service plan (1 year)• Effective contract and supplier management• Meet budget, savings and income targets

- Contribute to the operational planning of the service with the commissioning team
- Ensure effective contract management arrangements are in place
- Manage costs down, deliver savings and income targets (as applicable)

Generic Capability	Descriptor
Performance & standards	<ul style="list-style-type: none">• Statutory compliance• Professional practice• Procedure compliance• Delivery of legal services (including advice, drafting and representation) to an excellent standard

- Execute the statutory or regulatory duties that are in place and delivered across the team.
- Ensure the safe operation of the business and compliance with appropriate regulations and legislation.
- Execute the relevant policies and procedures to ensure the outcomes are delivered

Generic Capability	Descriptor
Operational management	<ul style="list-style-type: none">• Deliver operational performance objectives• Manage the workforce• Deliver continuous improvement plans

- Meet the service key business measures for the service
- Manage costs down through operational improvement
- Manage and allocate resources to meet key business measures
- Use data and insight to improve service performance

Generic leadership competencies

Capability	Descriptor
People Management	<ul style="list-style-type: none">• Workforce development• Workforce planning

- Recruit and ensure effective onboarding of team members
- Retain and attract the required capabilities of the team through effective talent management
- Set and deliver stretching performance objectives
- Undertake annual appraisals with the team

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- Undertake regular 1:1 sessions throughout the year to review performance against objectives
- Manage and support teams through organisational change

Capability	Descriptor
Management of resources & planning	<ul style="list-style-type: none">• Monitor the service performance framework• Effective service design

- Plan, task, deploy and co-ordinate resources to meet changing operational needs as required
- Monitor, plan and review team outcomes ensuring delivery of personal and team objectives
- Hold regular meetings to inform teams of plans, priorities, budgets and expected outcomes
- Identify the capacity of the delivery team through effective workforce planning.
- Develop and implement integrated working across teams

Capability	Descriptor
Organisational leadership & resilience	<ul style="list-style-type: none">• Deals with performance issues• Maintains business continuity• Role model of how we work principles

- Maintain business continuity in the event of service disruption
- Effectively addresses performance issues within the team
- Enable the team to work in a high performance culture
- Act and operate corporately across WCC adopting the one council approach
- Act as a positive role model for WCC's values and behaviours at all times
- Represent the interests of the Council on external bodies and networks

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WCC values and behaviours

The post holder must be able to demonstrate that they role model the WCC Values and Behaviours.

Our Values – The Warwickshire DNA



Our Behaviours



Strategy... the direction we will take to achieve our outcomes



Plan... what we will do to achieve the strategy



Commissioning... the process of how we will plan, purchase and monitor our services



Strategic Commissioning... the process for understanding, planning and delivering services to achieve the best outcomes



Operational Commissioning... the process for meeting need at an individual level or to a specific group



Delivery... providing services to our customers

