

Date of last review: May 2026

Role profile Senior Lawyer

- **Grade:** 10
- **Business area:** Legal, Governance, Audit and Information and Data Governance
- **Job title:** Senior Lawyer
- **Reporting line:** Deputy Monitoring Officer
- **Team:** Legal

Job Purpose

Greater Manchester is a city region with a global reach. At our heart is a vibrant central city, surrounded by unique places which together are home to nearly three million people. We've forged a partnership that's stronger than the sum of its parts, spanning the public, private, voluntary, community, faith, social enterprise and academic sectors. Our hyper-collaborative approach has put Greater Manchester at the forefront of progress in the arenas of devolution, transport, regeneration, health, education and public service reform and the Greater Manchester Strategy sets out a 10 -year blueprint for a thriving city region where everyone can live a good life.

This senior role involves independently managing a complex caseload with minimal supervision, as well as assisting the Group Solicitor & Monitoring Officer and Deputy Monitoring Officers in delivering effective legal advice on a range of Combined Authority matters. The role supports all aspects of the GMCA's work but is primarily focused on support for the Fire and Rescue Service.

Key working relationships

- Legal, Governance, Audit and Information and Data Governance teams and senior officers.
- Colleagues at all levels across GMCA, including where appropriate elected members.
- Shared Local Authority Legal Service and Transport for Greater Manchester Legal teams.
- External lawyers and counsel as instructed by the Combined Authority

Key Responsibilities

1. Provision of Legal Services

- Provide commercially and professionally robust legal advice, applying sound judgement to support and influence high-quality decision-making by a wide range of internal and external stakeholders at all levels across relevant areas including:
 - Fire and Rescue Authority/Service functions
 - Police and Crime Commissioner / policing matters
 - Public and administrative law
 - Freedom of Information, Environmental Information and Data Protection
 - Commercial, contract, projects, procurement and subsidy control
 - Litigation (including personal injury and judicial review)
 - Land and property law

2. Casework Management

- Manage a complex and varied caseload (including matters of significant financial, operational and reputational importance) with minimal supervision and a wide discretion (whilst still operating within appropriate professional

frameworks), providing timely, high-quality legal advice, representation and documentation including:

- Research, analyse and apply the law, including on novel, sensitive, complex and evolving/precedent-setting legal issues, delivering clear written and verbal advice with recommendations and risk assessments demonstrating sound judgement, resilience and assurance.
- Advise on and contribute to the development of organisational policy and procedures including ensuring statutory compliance
- Draft legal correspondence, CPR documents and Instructions to Counsel.
- Summarise legal documents for senior officers.
- Attend internal and external meetings/conference calls, providing authoritative legal input.
- Prepare and deliver presentations and training.
- Advise elected members and officers on governance, constitutional issues, vires and decision-making processes.
- Prepare/review reports for Boards/Committees and attend meetings as required.
- Influencing senior stakeholders across partner agencies
- Assist the Group Solicitor & Monitoring Officer and Deputy Monitoring Officers with matters within their statutory and corporate responsibilities.

3. Corporate Compliance & Governance

- Maintain an up-to-date understanding of GMCA's statutory powers, constitutional framework, decision-making processes, policies and procedures.
- Ensure compliance with lawful execution of contracts and deeds.
- Review Decision Reports.

4. Professional Standards & Knowledge

- Maintain up-to-date knowledge of relevant law and practice, in line with relevant professional body competence requirements.

- Share training materials proactively and provide legal training and guidance to colleagues and client teams.

5. Risk Management

- Identify legal and commercial risks and provide clear advice on likelihood and impact.
- Escalate issues appropriately and propose proportionate mitigation strategies.
- Take ownership of agreed risk-mitigation actions where appropriate.

NB: This list of duties and responsibilities is by no means exhaustive, and the post holder may be required to undertake other relevant and appropriate duties as required.

General

1. Work effectively within a fast-paced, multidisciplinary team; leading confidently on the provision of legal advice, including on novel, complex or evolving areas of law, demonstrating sound judgement, resilience and assurance in professional decision-making and upholding professional integrity and confidentiality.
2. Procure/commission and manage external legal support from a variety of providers including external solicitors and counsel.
3. Support colleagues with the procurement/commissioning of external support.
4. Prioritise workload to meet organisational needs and comply with team procedures and customer service standards.
5. Demonstrate the emotional resilience and professional judgement required to handle sensitive and potentially distressing matters, including engaging appropriately with individuals who may be experiencing heightened emotions or difficult circumstances.
6. To hold yourself and others to a high standard of professionalism at all times, demonstrating your commitment to our values and behaviours as well as

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ensuring service confidentiality is maintained throughout all we do.

7. Working with other teams internally and externally, collaboration is maximised and supporting on activity where appropriate
8. Ensure the services delivered internally and externally are inclusive and accessible, integrated with the service
9. To align work area to the Sustainability Strategy and ensure work practices are inclusive of this values & strategic intent

NB: This list of duties and responsibilities is by no means exhaustive, and the post holder may be required to undertake other relevant and appropriate duties as required.

Knowledge, Skills, and Experience

Knowledge & Experience

Essential

- A Solicitor's Regulation Authority registered qualified solicitor with current practicing certificate permitting them to practice in England, a qualified barrister permitted to practice in England or Fellow of the Institute of Legal Executives/CILEX Lawyer with the necessary practice rights to undertake the responsibilities of the role as outlined above.
- 4 years post qualification experience or able to demonstrate extensive experience.
- Experience of dealing with legal matters in some of the subject areas described above in a public sector context.
- A knowledge of public sector, the political environment and statutory obligations across the organisation.
- An understanding of the financial framework governing local authority activities.
- A working knowledge of the statutory and regulatory framework within which a

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Mayoral Combined Authority operates.

- A good understanding of the type of legal issues that affect the organisation as a public authority.
- Demonstrable continuous development and improvement of own professional practise.

Desirable

- Able to demonstrate a working knowledge of the law relating to Fire and Rescue Authorities and Fire and Rescue Services with at least 2 years' experience in this area.
- Experience of advising police and crime commissioners or police forces.

Skills, Values & Behaviours

- Works autonomously and manages competing priorities effectively, maintaining performance and professionalism under pressure.
- Exercises sound commercial judgement and professional acumen to inform and influence high-quality decision-making on behalf of the organisation.
- Communicates effectively, both verbally and in writing, producing clear, accurate and professional outputs appropriate to the role.
- Displays a positive attitude with a commitment to ongoing learning, development and continuous improvement.
- Demonstrates resilience and confidence when leading on legal advice, including in areas involving novel, complex or evolving legal issues.
- Thinks strategically and works constructively to facilitate the translation of political vision and policy objectives into deliverable operational programmes.
- Adopts a facilitative, solution-focused approach and develops innovative responses to significant and complex legal challenges.
- Engages confidently with a wide range of internal and external stakeholders, including Directors, Senior Officers and, where appropriate, elected politicians.
- Applies highly developed negotiation and influencing skills, exercising tact, persuasion and professional judgement to secure positive outcomes.

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- Demonstrates high levels of intellectual and analytical ability, assimilating complex information quickly and identifying key issues, risks and solutions.
- Utilises information technology effectively to enhance service delivery, drive efficiency and support continuous improvement.
- Demonstrates a strong understanding of the wider corporate responsibilities inherent in the role, with a commitment to collaborative working to support delivery of organisational objectives.

Politically restricted post

This post is a politically restricted post, as defined by the Local Government and Housing Act 1989 (as amended by Section 30 of the Local Democracy, Economic Development and Construction Act 2009) on one of the following grounds:

- the post is that of a Chief Officer or Deputy Chief Officer or
- the post has delegated powers to discharge the functions of the Authority; or
- the duties associated with the post include giving advice on a regular basis to the Authority, to Committees or Sub-Committees of the Authority (including member panels, Sub-Committees etc.) or to joint committees on which the Authority is represented or give advice to Executive Members, Committees or speak to the media.

The post holder has a right to appeal to the GMCA Chief Executive against the classification of their post as politically restricted.

Corporate Duties

Do not behave in way which discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.

Safeguard at all times confidentiality of information relating to staff and pensioners. Refrain

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from smoking in any areas of Service premises. Behave in a manner that ensures the security of property and resources. Abide by all relevant Service Policies and Procedures.

Records Management / Data Protection - *As an employee of the GMCA, you have a legal responsibility for all records (including employee health, financial, personal and administrative) that you gather or use as part of your work with the Service. The records may be paper, electronic, audio or videotapes. You must consult your manager if you have any doubt as to the correct management of the records with which you work.*

Confidentiality and Information Security - *As a GMCA employee you are required to uphold the confidentiality of all records held by the GMCA, whether employee records or GMCA information. This duty lasts indefinitely and will continue after you leave the GMCA employment. All employees must maintain confidentiality and abide by the Data Protection Act.*

Data Quality - *All staff are personally responsible for the quality of data entered by themselves, or on their behalf, on GMCAs computerised systems or manual records (paper records) and must ensure that such data is entered accurately and, in a timely manner, to ensure high standards of data quality in accordance with Departmental protocols. To ensure data is handled in a secure manner protecting the confidentiality of any personal data held in meeting the requirements of the Data Protection Act.*

Health and Safety - *All employees of GMCA have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable GMCA to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Service's undertakings.*

Service Policies - *All GMCA employees must observe and adhere to the provisions outlined in these policies.*

Equal Opportunities - *GMCA provides a range of services and employment opportunities for a diverse population. As a GMCA employee you are expected to treat all employees / partners / members of the public and work colleagues with dignity and respect irrespective of their background.*