

Role profile Assistant Lawyer

- **Grade:** 7-9 (Progressive Framework)
- **Business area:** Legal, Governance, Audit and Information Governance
- **Job title:** Assistant Lawyer
- **Reporting line:** Deputy Monitoring Officer
- **Team:** Legal

Job Purpose

This role supports the delivery of high-quality legal services across the Combined Authority, providing commercially and professionally robust advice across a broad range of functions.

Progression is dependent on demonstrable development in:

- legal knowledge and technical competence
- autonomy and professional judgement in managing legal matters
- ability to assess and manage risk
- effectiveness in working with stakeholders

At higher grades, the role includes independently managing complex and sensitive legal matters, supporting senior officers and elected members, and contributing to the development of organisational policy, governance and strategic programmes.

The role operates within established legal and organisational frameworks and does not carry overall responsibility for determining the organisation's legal position on matters of corporate significance.

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

Scaled by complexity, risk and autonomy commensurate with the appropriate Grade (as indicated in the table below, each Grade maintaining and building on the requirements of the Grade before), key activities will be:

- Undertake legal research, analysis and application of the law
- Clear, proportionate legal advice to support delivery and decision making
- Communicate legal advice effectively to a range of stakeholders
- Draft, review and advise on legal documentation
- Identify legal risks and contribute to mitigation strategies, escalating where appropriate
- Support governance and decision-making processes
- Build and maintain effective working relationships across GMCA and partner organisations
- Utilising increasingly developed training, developmental, leadership and/or motivational skills, contribute to service improvement by developing and delivering training, guidance and knowledge-sharing activities that build capability, support professional development and embed best practice.

- Procure, instruct and manage (or support others in so doing) external resource providers, where required, ensuring value for money by specifying requirements, managing delivery of requirement and confirming deliverables.

These activities could be related to any of the following areas of law:

- a. Fire and Rescue Authority/Service functions
- b. Police and Crime Commissioner / policing matters
- c. Transport Law
- d. Public and administrative law
- e. Freedom of Information, Environmental Information and Data Protection
- f. Commercial, contract, procurement, grants, and subsidy control
- g. Litigation and dispute resolution
- h. Land and property law
- i. Employment Law

	Grade 7	Grade 8	Grade 9
Casework Management and Provision of Legal Services	Manage a developing caseload and provide legal advice on routine and lower risk matters under supervision. Draft straightforward legal documents. Support more complex work undertaken by senior colleagues.	Manage a varied caseload independently or with minimal supervision. Provide legal advice across a range of matters, including those involving increased complexity or sensitivity. Exercise professional judgement within established parameters, seeking guidance on novel or high-risk issues. Draft more complex agreements.	Manage a complex caseload with minimal supervision. Provide clear, well-reasoned legal advice on complex issues, including those with financial, operational or reputational implications. Exercise a high degree of professional judgement, escalating matters of corporate, novel or precedent-setting significance. Deliver complex legal workstreams as part of wider programmes, ensuring alignment with legal strategy and organisational priorities.
Corporate Compliance, Governance and Decision Making	Develop understanding of GMCA constitutional and decision-making frameworks. Support governance processes and preparation of reports. Ensure compliance with lawful execution of contracts/deeds.	Maintain an up-to-date understanding of GMCA's statutory powers, Constitution, decision-making processes, policies and procedures. Provide legal input into governance processes and decision-making.	Take responsibility for providing legal and governance support on potentially contentious constitutional issues, vires and decision-making matters within own areas of responsibility. Draft and review reports, ensuring legal risks and implications are clearly articulated.

			Support boards and committees, advising senior stakeholders, including Members, in securing lawful and effective decision-making, escalating matters with wider organisational implications as appropriate.
Risk Management	Identify legal risks and communicate these to instructing colleagues in a clear and timely manner. Escalate risks appropriately seeking guidance where required.	Assess and communicate legal risks, advising instructing colleagues and Directors, where appropriate, on implications and options, demonstrating sound judgement. Contribute to the development of risk mitigation strategies, escalating risks as appropriate.	Take responsibility for identifying, assessing and managing legal risk within own caseload and programme areas. Communicate complex and/or potentially contentious legal risks to both instructing colleagues and senior stakeholders including where appropriate the Chief Executive, Deputy Chief Executive and Chief Finance Officer, advising on mitigation strategies and influencing decision-making and governance arrangements. Escalate issues where risks extend beyond defined authority or may have wider organisational impact.
Projects and Stakeholders	Support legal input into projects and develop stakeholder awareness.	Advise on projects and develop effective working relationships with stakeholders	Lead legal input on allocated programmes and projects. Provide clear and constructive advice to stakeholders, supporting delivery while ensuring legal compliance.

			Lead engagement with senior stakeholders, with appropriate support on matters of higher complexity or sensitivity.
Organisational Contribution	Develop awareness of organisational priorities and statutory context.	Support delivery of programme objectives aligned to policy and governance frameworks. Advise on and contribute to the development of policy and procedures including ensuring statutory compliance.	Support and shape the development and implementation of policy and governance frameworks. Ensure legal advice is aligned with organisational priorities and strategic objectives.
Professional Development	Build legal knowledge and skills through continuing professional development Share knowledge with colleagues and communicate legal information clearly, adapting style and approach to meet the needs of colleagues and wider stakeholders. Contribute to team development.	Develop subject knowledge in defined areas and use advisory and guiding skills to support colleagues and stakeholders. Contribute to training, guidance and knowledge sharing activities.	Maintain and evidence continued professional development. Utilise developed advisory, guiding, negotiating and persuasive communication skills to develop and deliver training, guidance and knowledge sharing activities that support professional development, build capability and promote legal and governance best practice. Contribute to the capability of the team by sharing specialist knowledge and promoting continuous improvement.

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; contributing to the provision of legal advice, in accordance with level of experience and responsibility.
2. Manage workload effectively, balancing competing priorities; complying with team procedures and customer service standards.
3. Demonstrate professional integrity, sound judgement and resilience in handling legal matters.
4. 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 ensuring service confidentiality is maintained throughout all we do.
5. Working with other teams internally and externally collaboration is maximised and supporting on activity where appropriate
6. Ensure the services delivered internally and externally are inclusive and accessible, integrated with the service
7. 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.
- At Grade 7 this role would suit a newly qualified or developing practitioner.
- At Grade 8 role holder will demonstrate growing independence and competence across a range of legal matters.
- At Grade 9 role holder will demonstrate experience managing complex matters and be able to apply legal knowledge effectively in supporting programme delivery and decision-making.

Desirable

- Experience of dealing with legal matters, not necessarily post-qualification, 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 Mayoral Combined Authority operates.
- A good understanding of the type of legal issues that affect the organisation as a public authority.

Skills, Values & Behaviours

1. Manages workload and priorities effectively.
2. Exercises sound judgement and professional acumen appropriate to the Grade.
3. Communicates effectively, both verbally and in writing, producing clear, accurate and professional outputs (all grades, increasing complexity). Demonstrates advisory, guiding and motivational communication skills and an ability to empathise with others appropriate to the grade.
4. Displays a positive attitude with a commitment to ongoing learning, development and continuous improvement.
5. Demonstrates high levels of intellectual and analytical ability, assimilating complex information quickly and identifying key issues, risks and solutions.
6. Adopts a facilitative, solution-focused approach.
7. Engages confidently with a wide range of internal and external stakeholders.
8. Committed to collaborative working to support organisational objectives.
9. Utilises information technology effectively to enhance service delivery, drive efficiency and support continuous improvement.

Grade 8 specifically

1. Demonstrates developed training and developmental skills through the delivery of guidance, training and knowledge-sharing activities that support learning, capability development and dissemination of best practice.

Grade 9 specifically

1. Applies developed professional judgement to complex matters, thinking strategically to facilitate the translation of policy objectives into delivery.
2. Applies developed negotiation and influencing skills, exercising tact, persuasion and professional judgement to secure positive outcomes.
3. Demonstrates a strong understanding of the wider corporate responsibilities inherent in the role.

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 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 (and service users) with respect irrespective of their background.