

Role: **Newly Qualified Lawyer (0-2 years PQE) Level 1**

Lawyer (3-5 years PQE) Level 2

Directorate: Finance and Corporate Services

Salary Band: Band 7 and 8

Post reference: FCS142

Job Evaluation Date: 18th July 2018

Role statement of purpose:

Newly Qualified Lawyer (0-2 years PQE)

To support the Legal Services department in the delivery of legal services to the organisation whilst learning on the job, under the supervision of more senior members of the Legal Services department.

Lawyer (3-5 years PQE)

To act as legal advisor and provide professional legal support to the organisation under the supervision of more senior members of the Legal Services department.

Reports to: Senior Legal Manager(s)/Legal Manager(s)

	Key Role Outputs (KROs) <i>these set out what must be achieved for the post holder to be successful in the role</i>	Key Actions Newly Qualified Lawyer <i>These set out how the KROs will be achieved – the activities required.</i>	Additional Key Actions Lawyer <i>These set out how the KROs will be achieved – the activities required.</i>
1.	Provision of legal services to the organisation delivered to professional standards and in accordance with policy and organisational requirements	With supervision from senior members of the Legal Services department (where appropriate and/or required), provide timely legal advice, representation and documentation fulfilling all statutory or regulatory requirements, across all of the following areas of law: Commercial, contract and projects	Represent the organisation at external strategic and legal meetings with other professionals and technical advisors. Interpret and understand needs and aims of the client, applying relevant legal and commercial principles to inform strategic direction.

		• Procurement • Public Administration • Freedom of Information and data protection • Transport law • Property law • Litigation and dispute resolution • Employment law Establishing and managing own caseload of matters undertaking the following tasks: - researching, analysing and applying the law relating to complex legal issues and preparing written advice notes, including recommendations; - Drafting written communications to external lawyers, Civil Procedure Rules court forms and Instruction Briefs to Counsel; - Drafting legal agreements; - Attending internal and external meetings and/or conference calls, interacting with colleagues, stakeholders and external service providers to consider legal issues and provide verbal and written advice; - Preparing meeting minutes; - Providing accurate written and verbal reports; - Delivering presentations at team meetings as to relevant legal developments and/or recent projects, and their relevance to the team's day to day practice areas.	Undertake complex technical negotiations, using skilled argument to protect the commercial and legal interests of the organisation. Understand the needs of the client, which can involve interpreting and understanding complex technical information. Draft complex legal contracts to reflect the needs of the client and devising legal solutions within the contract to protect the interests of the organisation.
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2.	Corporate compliance with relevant legal and governance requirements	Read and understand the statutory and constitutional powers and decision making processes of Greater Manchester Combined Authority and TfGM. Extract the necessary information from contracts and other legal documents to input into the statutory registers of TfGM. Summarise legal documents for directors and other authorised signatories of the organisation and follow the process for the lawful execution of contracts and deeds.	Provide legal advice to officers and directors as to the appropriate level of authorisation required for transactions to be compliant with legal requirements, EU regulations and to comply with TfGM's governance as set out within the constitution. Compile reports for decision making Boards and Committees. Attend at Boards and Committees as and when required.
3.	Commercial and Project Management expertise	Develop an understanding of project management procedures and project funding gateway process. Provide verbal and written advice on both the legal and commercial aspects of projects.	Write highlight reports on the legal workstreams for submission to project boards. Attend project board meetings and provide verbal updates and advice, and report developments / meeting content to supervisors as required by way of verbal updates and written notes.
4.	Up to date professional knowledge applied	Keeping up to date with developments in law and practice and comply with the Solicitor's Regulatory Authority competence framework to maintain a valid Solicitor's Practising Certificate.	Proactively cascade external training materials of the team. Provide training and guidance on the law to more junior legal officers.

5.	Manage risks	Under supervision, negotiate the delivery of legal/commercials issues including identifying and minimising risk to the organisation (particularly by reference to (i) the likelihood of the risk occurring and (ii) the impact of the risk, if it were to arise).	Recognise and understand the risks that may arise as a result of legal and commercial transactions. Offer solutions to mitigate risks or their impact. Take ownership of risk mitigation actions where appropriate.
6.	Flexible and responsive legal services team	Work effectively as a solicitor within a high-pressured in-house legal team, undertaking the following tasks: - Maintain up-to-date and accurate electronic files and records; - Record time spent and submit weekly timesheets; - Maintain at all times a worklist of all active files being worked on; - Prioritise tasks with guidance from supervisor; - Comply with the Solicitors Regulatory Authority's Conduct Rules at all times; - Escalate complex issues and problem where necessary; - Make recommendations for matters to input into the Legal Functional Plan and Business Continuity Plan; - Following all Legal written procedures and establish new procedures, where required.	To work effectively as a solicitor within a high pressured multi-disciplinary legal team with a commitment to assist in the development and provision of high quality legal services, maintaining professional integrity and strict confidentiality at all times. Prioritise workload in a flexible and responsive manner to meet the needs of the organisation. Comply with the team's procedures and customer service standards.

Compulsory Outputs (COs)
these set out what must be achieved for the post holder to be successful in

Key Actions
These set out how the COs will be achieved – the activities required.

the role

C1	Ensure you comply with all applicable organisational legislation and policy:	▪ TfGM Safety Management System (In particular section SMS 201 Roles and Responsibilities) ▪ Bus Operator contractual management ▪ Dignity at Work policy; ▪ Information assurance and security in line with Cabinet Office requirements; ▪ Risk management ▪ TfGM policies and procedures ▪ Equality and diversity legislation ▪ TfGM Vision & Values ▪ Act in accordance with TfGM's behaviours and competencies
C2	Any other reasonable duties as required from time to time	Commensurate with the role

Key Interdependencies

Key Contacts	Head of Legal Services, Legal Services Senior Managers/Legal Managers, Principal Lawyers, Senior Lawyers, Lawyers and Paralegals				
Direct reports	N/A				
Budgetary responsibility	N/A				
Location	TfGM, 2 Piccadilly Place, Piccadilly, Manchester, M1 3BG				
Office Use Only	Updated	Updated	Updated	Updated	Updated
Created By					
Jacqui Elliott/Adam Hulme – 09/07/2018	22/11/2023 (AWS/KS)				

	<i>(Knowledge, skills and experience required at selection stage)</i>	Newly Qualified Lawyer	Lawyer
E	Essential Experience:		
E1	Knowledge of all relevant aspects of the law and experience of its application reasonably expected for the role	X	X
E2	Experience of practising commercial and contract law as a qualified solicitor for at least 2 years		X
E3	Recent experience of practising commercial and contract law within a seat of learning during a recognised training contract	X	
E4	Demonstrable skill and experience in Microsoft Word, Excel, Powerpoint and Outlook	X	X
E5	Experience in managing legal processes		X
D	Desirable experience:		
D1	Post qualification legal experience		X
D2	Experience of negotiating complex commercial terms		X
D3	Experience of at least 2 of the following areas of law: - public and administrative law - property law - commercial, contract and projects law - planning, CPO and environmental law - procurement law - competition law - transport and highways law - construction law - freedom of information and data protection - employment law	X	X
EQ	Essential Qualifications – Technical, Vocational or educational:		
EQ1	(i) LLM, LLB, PGDL or equivalent	X	X
	(ii) Post-graduate Legal Practice Course	X	X
	(iii) Completed an SRA approved training contract and professional skills course	X	X
	(iv) Qualified as a solicitor and membership of the Law Society with current practising certificate or	X	X
	(v) Fellow of Institute of Legal Executives	X	X

EA	Essential Attributes:		
EA1	Demonstrable awareness of the wider corporate responsibilities inherent in the role and a clear desire to work corporately with others in order to deliver key organisational objectives.		X
EA2	Understanding of the statutory and policy framework within which the organisation operates.	X	X
EA3	The ability to identify obstacles to individual performance and to devise solutions to overcome those obstacles involving others as appropriate		X
EA4	Demonstrable commercial acumen and judgement to inform and influence high quality decision making within behalf of the organisation	X	X
EA5	Ability to organise and manage workload appropriately	X	X
EA6	Excellent communication skills both written and verbal commensurate to the role	X	X
EA7	Understanding of legal terminology and its use	X	X
EA8	A positive attitude with a desire to learn and develop in the role	X	X
DA	Desirable Attributes:		
DA1	A clear understanding of the organisation's stated values	X	X

Notes on progression through career graded roles in the Legal Team.

- Progression through a career graded role will be dependent on both an individual's competency in their role and their legal post qualification experience.
- It is for the employee to make their line manager aware of their post qualification experience and if their experience passes any of the below timescales.
- If there are no performance concerns the following table will show what banding an employee will be graded and their job title.

New Job Title and PQE	PQE	Grading
Lawyer	NQL-2 Years	7
Lawyer	3-5 years	8
Senior Lawyer	6-9 years	9
Principal Lawyer	10+ Years	10