**What’s it all about**

**Governance Risk & Assurance Directorate > Governance & Legal**

**Director of Legal**

Working across all Directorates and reporting into the Chief Governance & Risk Officer, you will lead the provision of legal services across the Notting Hill Genesis (NHG) Group to deliver an outstanding service through the provision of inhouse and external legal advice and representation. You will work alongside other Directors, as part of the Senior Leadership Team (SLT) in ensuring that our people have the right training and competence in place to do the right thing for our customers, legal and regulatory obligations.

**How you’ll make a difference**

Working with the Chief Governance & Risk Officer, you will deliver a programme of change, centralising the provision of all legal services within this new directorate and establishing effective and efficient legal arrangements. You will oversee all legal arrangements and risks, disseminating good practice across the group, partnering with the Executive Board (EB), SLT, Operations and Development teams to ensure the effective and efficient delivery of legal advice and representation.

**How you’ll do it**

* Provide a focal point for the organisation’s legal matters and oversee the provision of all legal services, managing and maximising value for money from the efficient and effective use of legal resources, inhouse and/or externally as well as ensuring the effective instructions of solicitors on all legal work in accordance with policies and procedures.
* Be accountable for business assurance activities in relation to the legal functions ensuring appropriate identification, monitoring, and mitigation of legal risks and the provision of legal advice to protect and sustain the business.
* Work collaboratively with the EB, SLT and other key stakeholders to promote and deliver robust risk management across governance and legal arrangements in line with best practice.
* Act as Compliance Officer for Legal Practice (COLP), Compliance Officer for Finance and Administration (COFA) or Solicitor Regulation Authority (SRA) Training Principal as may be required, ensure that the Group is compliant with all legal practice and other regulatory requirements including Solicitors’ Accounts Rules compliance duties.
* Lead on the development and/or review of new policies and procedures and ensure existing ones are updated where legal input is required.
* Undertake legal casework to serve the best interests of the organisation, providing excellent legal advice and assistance in areas as may be required.
* Keep up to date with emerging regulation and legislation and advise on changes and best practice, working with stakeholders across the business to ensure documentation and processes meet legal and regulatory needs you identify.
* Develop excellent relationships across the group to help support colleagues to deliver on the outcomes of the corporate strategy.
* Represent NHG at external meetings and build relationships with key external stakeholders.
* Collaborate with HR to design and implement effective recruitment, induction and training programmes.

**All about you**

**Behaviours for success**

Our values set out what we stand for. You’ll need to show us how you match them and how you’ll behave to ensure those are visible when carrying out your work.

• Compassionate

• Progressive

• Dependable

• Inclusive

• Empowered

For each value, we’ve created example behaviours to help you understand our expectations in more detail. This role is at senior manager level so you will also need to meet our people manager standards.

**Essential knowledge, experience and skills**

* Experience in senior leadership roles in highly regulated environments.
* Proven experience of design, build and successful implementation of legal frameworks.
* Qualified solicitor of England & Wales with PQE of at least 8 years, Legal Practice Management Qualification or equivalent qualification.
* Expert knowledge of the relevant legislation, statutory and regulatory requirements and the environments in which they operate, including applicable SRA requirements for inhouse legal practices.
* Evidence of working in an environment of managing & mitigating risk.
* Leadership skills to engage, motivate and grow talent, building a culture of high performance.
* Experience in training and competency. frameworks and evidencing these to ensure colleagues are best equipped & compliant.
* Effective IT skills including basic/intermediate MS Office skills.

**Key Responsibilities**

* Design and deliver arrangements for the provision of a centralised legal services function within and across NHG which provides excellent legal advice and support while achieving value for money.
* Work collaboratively with operational or other teams to ensure that they make the best use of the legal services to ensure residents are supported to live their lives well and that organisational risks are mitigated.
* Maximise cost effectiveness of the legal budget by managing the NHG legal services framework and inhouse centralised legal services team, working with procurement colleagues as required, to ensure all cases are quickly evaluated and actioned with success.
* Being appointed to act as COLP, COFA and SRA Training Principal, as may be required.
* Working with relevant colleagues, ensure the design and delivery of legal training and other support as may be required.
* Monitor the external legal environment, horizon scanning, assessing development in government policy at national and local level, as well as changes in guidance and best practice issued by regulators, professional associations, membership groups and other bodies driving service improvements.
* Work with the EB and SLT to ensure that expert advice and guidance is delivered to develop and implement strategic policies, practices and action plans.
* Ensure that NHG has appropriate policy framework in place to meet regulatory and legal requirements and to assist the organisation with its operational goals.