

It starts with community

The National Lottery Fund
Role Profile

Senior Solicitor

Directorate: Chief Exec Office

Department: Legal Services

Role/Competency level: Level 4

Reports to: Head of a legal function



Role Profile: Senior Solicitor

Role purpose

In this particular role, you'll report to the Head of your function and will have extensive knowledge of your area of expertise and will apply that to the Fund so you can challenge the organisation to work effectively and efficiently. You will provide excellent support and advice to the Fund and its shared service clients to enable them to comply with statutory and regulatory frameworks and manage legal risk in your specialist area. You'll build excellent relationships and build networks with managers across the Fund, so the team is regarded as valued business partners and engaged at an early stage. You will draft and/or negotiate documents and materials which reflect best practice in order to protect the Fund from legal risk, exercise its legal rights and/or deliver value for money.

Developing and maintaining precedent materials to manage legal risk and compliance and/or deliver value for money, which are fit for purpose and user friendly in line with the Fund's strategic framework as well as maintaining records and being accountable for compliance with reporting/registration/notification requirements relevant to your specialist area is also required in this role. You'll manage and deliver legal and/or compliance projects in your specialist areas, acting as a key project team member on cross-departmental projects.

You will promote and implement best practice in the team, making proactive proposals for simplifying tools and processes, raising the profile of the team, and exemplifying a business partner approach in line with the Fund's Strategic Framework. You will influence and negotiate with senior managers across the organisation. Alongside this, you will mentor junior members of the team and administrators to enable them to develop.

Engaging with wider strategic initiatives and policy development across the Fund and staying up to date with developments in your specialist area is integral to the role, as well as delivering regular training and internal communications for staff and team members as may be required.

You will work closely and collaboratively with other specialist managers within the team, and the wider Fund and assist from time to time with any other work or special project as may be assigned.



Role Profile: Senior Solicitor

Key responsibilities

- Provide area support and advice to enable compliance with statutory and regulatory frameworks and to manage legal risk
- Influence and negotiate with senior Fund managers
- Draft and/or negotiate best practice and precedent material
- Manage and deliver legal/compliance projects
- Simplify team tools and processes and promote best practice
- Mentor colleagues
- If the role is based in Wales, or supports customers or colleagues in Wales, an understanding of Welsh language legislation and the Welsh Language Standards of the Fund is required



Role Profile: Senior Solicitor

Knowledge, skills and experience

- UK qualified solicitor, barrister or equivalent
- At least five years' relevant experience in private practice or in-house Legal in a medium/large sized organisation
- Excellent attention to detail and good drafting and negotiation skills
- Good communication and client management skills and ability to influence and manage difficult conversations
- Ability to manage multiple demands and priorities with good organisational and time management skills
- Ability to quickly grasp new legal concepts
- Team player with excellent interpersonal skills and being a coach and mentor to others
- Ability to use your initiative to proactively improve ways of working



Role Profile: Senior Solicitor

Role competencies: Level 4

- **Strategic direction**
Leads the implementation of strategy, creating high engagement and performance.
- **Leading our culture**
Generates a supportive work environment that is actively sensitive to colleague well-being.
- **Working together**
Enables teams to implement strategy and support a collaborative and inclusive working environment.
- **Delivering quality results**
Leads teams to achieve Key Performance Indicators (KPI) and ensure delivery of Corporate and Directorate Plans.
- **Diligence and control**
Performs duties in line with set expectations and policy and/or regulatory considerations.
- **Developing self and other**
Recognises and harnesses creativity and innovation to improve services and supports development of self and others.

Our Values



We are inclusive

We know that communities and organisations are stronger when everyone can participate and work to increase inclusion.



We are ambitious

We believe in the power of community and connection and are ambitious for its potential. We support people and communities to shape the future and lead change.



We are impact focused

We are inspired by communities and learn with them. We listen, reflect and use evidence to improve knowledge, inform action and increase impact.



We are adaptable

We welcome and embrace new ideas and ways of working.



We are compassionate

We work with care consideration and humility.