

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 AID or Head of Commercial Property & Assets



Role Profile: Senior Solicitor

Role purpose

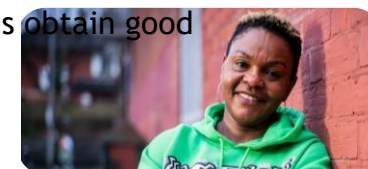
You'll report either to the Head of Agreements, Information & Disputes (AID) team or to the Head of Commercial Property & Assets team. You'll have extensive knowledge of your legal areas of expertise and be a well-rounded, senior lawyer who is able to use their legal knowledge and skills broadly across a wide range of legal areas covered by their team. You will have the ability to quickly pick up any unfamiliar specialist legal areas and you'll have the experience to apply your legal knowledge and skills to the Fund's specific strategic requirements and to any innovative initiatives proposed by senior colleagues. You'll have the ability to provide strategic good counsel to colleagues (going beyond the legal detail), with a solutions-focussed, pragmatic, risk-appropriate approach. You'll lead a full legal advice response for high-value new funding programmes and major initiatives where the Fund is partnering with other organisations (in addition to grantholders). You'll use the legal structuring, drafting and negotiation skills you have acquired in your legal career to shape legal arrangements for colleagues to achieve the best outcomes for the Fund and the communities it serves, helping senior colleagues fulfil their strategic objectives in an effective, efficient and accessible way that reflects best practice. You'll readily identify any key legal or reputational risk on the major projects on which you are the legal point person and you'll be creative in your recommendations to manage these to an appropriate level. You'll build excellent relationships and build networks with Heads of Funding and Funding Managers across the Fund, so the AID/Property team and wider Legal team is regarded as valued business partners and are engaged at an early stage.

You'll lead on the development of new legal templates, guidance and training both for use by the Legal team and for use by non-legal colleagues, ensuring these are simple to follow and are designed to free up more of the team's time to focus on more complex legal work. You'll lead on and deliver legal projects in your specialist areas assigned to you by the Head of your team, delegating work to and supervising the work of solicitors or paralegals in the team, where appropriate. You will act as a key working group member on cross-departmental working groups and feedback wider learnings to the team.

You'll make proactive proposals for continuous improvement of any Fund policy or processes that you utilise in your work. Alongside this, you will mentor Solicitors, Paralegals and Legal Officers within your team to enable them to perform their roles effectively and confidently and to acquire new skills and develop their legal careers.

Staying up to date with external developments in your specialist legal areas and cascading your specialist knowledge to the rest of the Legal team area is an important part of your role. You will outsource legal work if the team requires access to any highly specialised legal advice, especially on developing areas of the law and you'll ensure that your legal instructions obtain good value for money for the Fund.

You will deputise for the Head of your team when they are absent.



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Key responsibilities

- Provide expert legal, strategic and commercial advice and support to enable Funding and other colleagues to achieve their strategic objectives in line with our statutory and regulatory framework and within public law principles.
- Lead on delivering legal advice for new programmes or larger initiatives and specialist area of the law, delegating to more junior team members and supervising their work as needed.
- Identify any gaps in and influence policy and practice across the organisation and champion specialist areas of the law relevant to the Fund, raising the profile of the Legal team and the value that in-house lawyers bring to the work of other teams.
- Lead on the implementation of continuous improvement projects within Legal to improve efficiency and effectiveness, simplifying team tools and processes and promote best practice.
- Coach and mentor Solicitors, Paralegals and Legal Officers within the team.
- Deputise for Head of your team when the Head of team is absent.



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Knowledge, skills and experience

- UK qualified (or equivalent) solicitor, barrister.
- At least five (5) years' relevant post qualification experience in private practice or in-house Legal in a medium/large organisation.
- An ability to provide strategic legal advice whilst retaining excellent attention to detail, with good drafting, negotiation and influencing skills.
- Ability to work autonomously to advise on major projects, contentious matters, government consultation responses and government inquiries and to proactively initiate improve ways of working.
- Excellent communication and interpersonal skills and ability to influence and relationship build both with colleagues internally and external stakeholders, such as contacts at regulators and other public bodies.
- Ability to manage multiple demands and priorities with good organisational and time management skills.
- Ability to quickly upskill and apply new legal concepts and areas of the law and to effectively outsource legal advice, where needed.
- Ability and willingness to coach and mentor more junior team members.
- 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.



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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.