

## **JOB DESCRIPTION & PERSON SPECIFICATION**

**JOB TITLE: Director of Legal Services (Legal Policy and Advice)**

**REPORTS TO: General Counsel**

**SALARY: Level G2**

**HOURS: 37 per week**

### **PURPOSE OF POST**

The Deputy Chief Executive Officer's directorate is responsible for the ICO's corporate strategy and planning, ensuring resources and core infrastructure remain fit for purpose and ready for the future. This means our finances, our technology, our people, our accommodation, our customer services, our Legal Services, our communications and our risk and governance activities.

The functions in the Executive Directorate work collaboratively to provide value for money services which are focused on enabling the ICO to be the best it can be. Priorities, plans and actions are all informed by the risks and opportunities faced by the ICO.

Reporting to, and supporting, the General Counsel, the Director of Legal Services (Legal Policy and Advice) provides strategic leadership to the legal team which provides advice on legal policy and additional legal advice to the ICO.

The postholder will work closely with other Directors to develop and implement the ICO's strategies, ensuring that legal advice is provided that enhances the work of the ICO, and improves our efficiency and compliance with legislative requirements.

Providing senior level support and leadership, the post holder directs the activities of the legal teams within their jurisdiction to achieve the ICO's strategic objectives, and seeks opportunities to achieve synergies which enhance productivity and the quality of public services.

As a member of the ICO's Senior Leadership Team, this post supports and collaborates closely with other senior leaders to ensure the ICO is run, managed and governed in line with our corporate vision and values, and adheres to the obligations placed on the organisation as an eminent regulator and service provider.

## **KEY RESPONSIBILITIES**

- Provide senior leadership to an effective legal function which covers both legal policy and additional legal advice , ensuring that lawyers are well managed.
- Ensure that legal and policy advice is provided in a manner which is robust, proportionate, and manages risk appropriately.
- Work with relevant department heads to create long and short term strategic business plans and budgets, ensuring that they are joined up across the rest of the Executive Directorate and contribute to the achievement of the ICO's goals by making the relevant connections throughout the wider ICO.
- Provide high quality legal and policy advice to senior managers, lawyers and other colleagues, providing challenge and technical input where appropriate.
- In collaboration with the other Legal Directors ensure ICO in house legal resources work within a framework which promotes continuous professional development, are motivated and supported to provide the highest possible standards of service.
- Maximise resource efficiency across the departments in the directorate and deliver value for money. This will involve the continual review of activities and their contribution to the ICO's strategic priorities, and deciding when change is necessary to re-align activity to meet the ICO's objectives.
- Take responsibility and be accountable for achieving the ICO's strategic priorities, translating these into clear and deliverable objectives for the departments within the directorate and providing the energy and drive to achieve them.
- Manage strategic relationships, both within and external to the ICO, in particular negotiating and influencing others to achieve desired outcomes.
- Make effective, confident and timely decisions, involving relevant Heads of Department, technical experts and consulting others where needed, articulating options and making recommendations for preferred courses of action.

- Lead and inspire teams across multiple disciplines, communicating effectively to achieve staff engagement and being a visible and credible leader.
- Promote team working, knowledge sharing and resource co-ordination across Executive Directorate functions, working with other senior leaders to achieve these outcomes more widely across the ICO.
- Champion the development of staff, creating an inclusive environment which values diversity, encourages learning and development and identifies and acts where capabilities need to be improved.
- Identify and implement best ways of working to achieve maximum effectiveness and equality of access to our services through benchmarking good practice, listening to staff and consulting service users.
- Use initiative, be innovative and seek opportunities for strategic change to deliver world class services. Seek, encourage and recognise ideas and have the courage to take risks and change how things are done, challenging the status quo appropriately where required.
- Represent ICO and its values effectively at senior level in engagements and presentations nationally and internationally for the Commissioner.
- Undertake corporate responsibilities as a senior manager such as leading or participating in steering groups and committees, and leading or chairing internal investigations or panels.
- Support, and where necessary deputise for, the General Counsel or other senior managers, maintaining a strong insight and understanding of the work of other directorates in your area, collaborating and supporting senior colleagues effectively.
- Undertake some travel across the UK to ensure organisational goals are delivered.
- Act as Information Asset Owner for the Directorate/Service. Provide the Senior Information Risk Owner (SIRO) with assurance that the information asset is appropriately managed in line with legal requirements including data protection legislation, ICO standards and procedures.

- Review and manage the risks to the confidentiality, integrity and availability of your information assets, including information managed by processors.

## PERSON SPECIFICATION

	<b>Criteria</b>	<b>How Assessed</b>
<b>Education and Qualifications</b>	Applicants must be qualified to practise as a Solicitor, Barrister or Chartered Legal Executive in England and Wales or, in respect of Applicants qualified in a jurisdiction outside of England and Wales, must have an appropriate equivalent professional qualification and may be required to undertake the Qualified Lawyers Transfer Scheme within a defined period.	Application form/certificates
<b>Work Experience</b>	<p>Substantial experience in a senior legal position.</p> <p>Experience of advising on complex strategic projects.</p> <p>Experience of engaging and negotiating with senior external stakeholders.</p> <p>Experience of the management and deployment of</p>	<p>Application form / Interview</p> <p>Application form / Interview</p> <p>Application form/ interview</p> <p>Interview</p>

	resources, including budgets.	
<b>Knowledge, skills and ability.</b>	<p>Excellent analytical skills.</p> <p>Experience of interpreting and applying complex legislation with particular emphasis on the legal framework required to support effective regulation</p> <p>Knowledge of the regulatory environment and the public sector generally, including the democratic, political and organisational framework</p> <p>Ability to manage and supervise legal staff.</p> <p>Excellent written and verbal communication, negotiation and presentation skills</p> <p>Personally Effective – excellent organisational skills, ability to prioritise and delegate</p> <p>Ability to seek out, manage and influence opportunities for continuous improvement and change</p>	<p>Interview / presentation</p> <p>Interview</p> <p>Application form / Interview</p> <p>Application form / Interview</p> <p>Application form/ Interview / Presentation</p> <p>Application form / Interview</p> <p>Interview</p>

	Experience of analysing complex operational / statistical information and producing accurate / intelligent forecasts and plans	Application form/ interview/ presentation
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Please note that post holders for this role may be required to receive security clearance to SC or DV level. This requires the disclosure of spent and unspent convictions. Although convictions will be taken into account, any such information will not necessarily prevent you from obtaining a security clearance.