

## **JOB DESCRIPTION & PERSON SPECIFICATION**

**JOB TITLE: Director of Legal Services**

**REPORTS TO: General Counsel**

**SALARY: Level G2**

**HOURS: 37 per week**

### **PURPOSE OF POST**

The Regulatory Supervision Service is led by the Deputy Commissioner - Chief Regulatory Officer and delivers the Commissioner's regulatory, investigative, complaints and enforcement functions.

It provides excellent services to the public and data controllers to help them access, hold and use information in a way that supports public trust and complies with the law.

Reporting to, and supporting, the General Counsel the Director of Legal Services role works with fellow Legal Directors to provide strategic leadership to the legal teams which lead civil and criminal enforcement action on behalf of the ICO and deal with around 300 Freedom of Information Act appeals at the Tribunal.

The postholder will work closely with operational Directors to develop and implement the ICO's Enforcement strategy, ensuring that action is taken which is effective, proportionate and enhances compliant privacy and information rights practice by organisations. The role entails significant partnership working with national and international law enforcement organisations and data protection authorities.

Providing senior level support and leadership, the post holder directs the activities of the legal teams within their remit 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 criminal and civil matters, ensuring that lawyers are well managed.
- Ensure that enforcement action and appeals cases are taken forward in a manner which is robust, proportionate, encourages compliant information rights practices, and dis-incentivises deliberate or negligent breaches of information rights law by individuals and organisations.
- Work with relevant department heads to create long and short term strategic business plans and budgets, ensuring that they are joined up across the operations division and contribute to the achievement of the ICO's goals by making the relevant connections to other operational areas.
- Provide high quality legal advice and support to senior managers, lawyers and other colleagues, providing challenge and technical input where appropriate.
- Manage representation of the ICO in legal environments such as courts and tribunals, including assessing circumstances where cases should be referred to Counsel.
- Ensure proper governance, quality and ethical standards are met during the course of investigations and, where necessary, into the prosecution process.
- Develop and implement national and international partnerships with law enforcement bodies and data protection authorities to achieve effective cross jurisdiction investigations and enforcement action.
- 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 Operations 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, General Counsel or other senior staff members, 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 and EU 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>	Recognised professional qualification as a Barrister or Solicitor with rights of audience entitling the post-holder to practice in England & Wales.	Application form/certificates
<b>Work Experience</b>	Substantial experience in a senior legal position.	Application form / Interview
	Experience of advising on complex strategic projects.	Application form / Interview
	Experience of handling complex litigation cases	Application form/ interview
	Experience of engaging and negotiating with senior external stakeholders.	Application form/ interview
	Experience of working in a heavily regulated sector is desirable.	Interview

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

	<p>improvement and change</p> <p>Experience of analysing complex operational / statistical information and producing accurate / intelligent forecasts and plans</p>	<p>Application form/ interview/ test</p>
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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.