

Job Description

Post Title: Head of Legal Contracts, Procurement, Grants and Funding
Post Reference: T238
Grade: **SM2**
Duration: Permanent
Reports to: Assistant Director Legal and Governance

This is a post which is politically restricted in accordance with the Local Government and Housing Act 1989.

Job Purpose

To lead the effective delivery of legal services and functions in the areas of Contracts, Procurement, Grants and Funding of the Tees Valley Combined Authority.

To support the Director and Assistant Director of Legal and Governance to drive the Combined Authority's strategic objectives through the provision of first-class legal services and to lead and manage such legal duties as are necessary to provide legal advice and services in connection with the Authority's activities as are required. To act as a senior legal business partner across TVCA and associated organisations and role model the values of the organisation and drive service improvements to ensure the department continues to excel and exceed expectations of our internal colleagues.

Provide strategic leadership and oversight of legal services across Contracts, Procurement, Grants and Funding for TVCA and associated organisations. Lead and develop a team of legal professionals and solicitors to deliver high-quality, commercially focused and risk-based legal advice, ensuring compliance with legislative and regulatory requirements while supporting the effective delivery of organisational priorities. Act as a trusted adviser to senior officers, members and key stakeholders, enabling informed decision-making, protecting the organisation's interests and facilitating the successful delivery of complex contractual, procurement and funding arrangements.

Competency Framework Level

Qualification	Essential: Level 7 Diploma in Legal Practice (LPC) and be a qualified Solicitor/Barrister/Legal Exec
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Competency Framework Level

	General Competencies
All Staff	- We do what we say we will - We do it when we say we will - We aim for excellence - We keep people informed - We strive to learn and develop - We give and receive constructive feedback and act on it

Head of Service

	Leadership & Direction
Head of Service	• Translates the strategic direction to programme of delivery • Represents TVCA at Senior Level and maintains relationships with key stakeholders • Involves Managers in planning how the vision and objectives will be achieved • Identifies clear measurable outputs and associated value-added activity to deliver these outputs • Drives delivery and inspires others through demonstrable commitment to the programme • Makes decisions to steer the operational and strategic delivery • Analyses risks and anticipates the issues that may arise, implements successful solutions to these • Creates a learning environment by actively coaching and mentoring Senior Managers • Monitors and provides clear, balanced and constructive feedback on individual performance and takes action to deal with performance issues

	Communication & Influence
Head of Service	• Manages the stakeholder relationships at the strategic and operational level and engages with stakeholders on delivery matters • Communicates a clear and compelling vision of what the strategy will achieve • Works across the organisation to ensure that service delivery delivers against corporate priorities • Effectively manages the Member / Senior Manager interface with a high degree of probity and integrity • Networks externally to understand the political direction, compliance changes and general influences on the area of delivery; communicates the changes at a proactive level • Adapts their communication in response to others and the situation • Demonstrates emotional intelligence when dealing with challenging issues • Navigates the challenge and difficult conversations that ensue from issues and redirection, both upwards and to their senior managers

	Experience & Technical
Head of Service	• Has developed a successful career in their chosen field, supported by demonstrable relevant experience. • Has all of the technical knowledge / skills required by the organisation in their field • Leads the organisation on a day to day basis in their area of responsibility • Manages relationships with Government Departments in their field • Is an adviser to the CEO and TVM in their area of responsibility • Is a recognised expert outside of the organisation in their area of responsibility • Develops, in conjunction with their Director, TVCA and regional policy • Is the primary point of contact for more junior officers in their field

	Responsibility & Accountability
Head of Service	• Has operational responsibility and accountability to Director for their Service Line • Has operational responsibility and accountability to Director for delivering the outputs required in their Service Line • Has operational responsibility and accountability to Director for financial outcomes within their Service Line • Has operational responsibility and accountability to Director for people development within their Service Line

Duties & Responsibilities

1. Provide visible leadership for the legal function, translating strategic objectives into clear priorities, service plans and measurable outputs, and make decisions where required.
2. Lead, manage and develop a team of legal practitioners and managers, providing professional supervision, coaching, constructive feedback and support for continuing professional development;
3. Drive continuous improvement across legal services, including creating and updating policies, standardising processes, documentation and guidance, improving performance information and helping the service to exceed internal client expectations;
4. Act as a senior business partner for legal services, building effective relationships with internal clients and external stakeholders and ensuring legal resources are aligned to organisational priorities;
5. Provide expert legal advice and undertake or supervise complex, high-risk and politically sensitive legal work across Contracts, procurement, Grants and Funding alongside Subsidy Control, governance and regulatory matters, where required.
6. Lead on Group-wide legal projects and contribute to complex multi-disciplinary programmes, ensuring legal advice enables delivery while protecting the interests of the TVCA.
7. Manage and instruct external legal resources, including Counsel and external solicitors, ensuring value for money, effective budget control and appropriate knowledge transfer.
8. Represent the legal function at corporate, member and directorate management meetings as required, advise on complex legal/commercial matters, providing clear advice, sound judgement and constructive challenge.
9. Make a significant contribution to the Senior Legal Management Team, supporting consistent business processes, effective deployment of legal resources and a culture of excellence, resilience and accountability.
10. Monitor changes in legislation, policy, guidance and case law and ensure that timely, proactive advice is provided to support lawful, effective and well-governed delivery.
11. Lead, advise, negotiate, draft and finalise complex commercial contracts, land transactions and other commercial arrangements, ensuring robust legal protection and practical delivery outcomes.
12. Advise on constitutional, corporate governance, procurement, subsidy control, information governance and regulatory matters, applying sound judgement in a complex public sector environment; and

13. Promote excellent client service by communicating complex legal issues to a wide and varied range of stakeholders, clearly, prioritising competing demands, managing risk and ensuring the legal function is proactive, responsive and trusted.
14. Manage a strong working relationship with Senior Leadership, providing advice and support as required.
15. Be responsible for preparing regular and detailed reports and be available to present information to relevant boards and appropriate stakeholders.
16. Identify and develop mitigation strategies to complex issues, researching appropriate areas of law to establish solutions.
17. Provide strategic oversight of legal expenditure, evaluating the financial impact of legal advice and ensuring external legal providers deliver high-quality, cost-effective services within agreed budgets.
18. Keep up to date with and scrutinise new legislation, guidance, policy and case law and give timely and proactive advice to officers thereon.
19. Engage effectively and proactively to confirm client requirements, priorities and planning and allocate resources appropriately to discharge those requirements.
20. Undertake any other duties that may be deemed reasonable and necessary to meet the duties and responsibilities of the post and undertake any training that is identified as being required to achieve this.
21. To take reasonable care of your own Health and Safety and co-operate with management, so far as is necessary, to enable compliance with the health and safety rules and legislative requirements.
22. Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.
23. Ensure compliance with Corporate Governance procedures, procurement regulations and the Data Protection Act and behave according to the Employees' Code of Conduct.

ONE TEAM

Open



Transparent, honest
& receptive

Tell it how it is – truthful and frank

Be able to say no and do not be
afraid of confrontation

Empathetic



Understanding, considerate
& perceptive

Be patient and listen to others
and appreciate where they are
coming from

Respect and value other opinions

Collaborative



Working in partnership
to make it happen

Building strong relationships
across teams and organisations

Developing consensus and
realising goals

Focused



Driven with clarity
of purpose

Proactive and determined
to deliver goals

Working on fewer tasks to
“make the boat go faster”