

## JOB DESCRIPTION

<b>Post Title:</b>	Legal Officer (Legally Qualified)
<b>Post Reference:</b>	TVCA
<b>Grade:</b>	J
<b>Duration:</b>	Permanent
<b>Responsible to:</b>	Group Chief Legal Officer

### Job Purpose

Working as a member of a small Legal Team managing your own caseload to provide legal and commercial advice plus support to several associated bodies - Tees Valley Combined Authority, South Tees Development Corporation, South Tees Site Company and Teesside International Airport Limited (the '**Group**'). Under the terms of a group services agreement the TVCA Legal Team provides legal advice and support to the group, ultimately to support the delivery of the ambitions of the regions strategic economic plan.

### Duties & Responsibilities

- 1 Provide legal advice within the Authority and the group, to support the planning and delivery of their plans and programmes, managing your own portfolio of cases, with support available from the Group Chief Legal Officer and other team members, but with encouragement to work independently where possible, including (but not limited to):-
  - 1.1 the setting up and administration of grant programmes, and specifically drawing up, negotiating and concluding funding agreements;
  - 1.2 advising on the procurement of a wide variety of contracts, including via OJEU, the North East Procurement Organisation and other frameworks as required;
  - 1.3 advising on, negotiating, drafting and finalising a variety of commercial contracts;
  - 1.4 regulatory advice, including state aid, freedom of information, data protection and corporate and public governance;
  - 1.5 Group constitutional matters and public and corporate governance issues; and
  - 1.6 Working with the Group Chief Legal Officer in procuring and managing external legal advice as required, but actively minimising the need to do so.
  - 1.7 Providing commercial support within the Group in connection with the planning and delivery of programmes and projects, including negotiating effective contractual relationships and excellent working relationships with a wide range of funding and project partners, councils, and business partners.
  - 1.8 Provide project management support within the group in connection with the development, evaluation, programming, and delivery of a range of complex multi-disciplinary projects.
- 2 Engage with partner councils and other stakeholders as required in the planning and delivery of projects.
- 3 Undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.

- 4 Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.
- 5 Take reasonable care of your own health & safety and co-operate with management, so far as is necessary, to enable compliance with the authority's health and safety rules and legislative requirements.