



JOB DESCRIPTION

Post Title:	Legal Manager (Legally Qualified)
Post Reference:	TVCA
Grade:	SM4
Duration:	Temporary (Maternity Cover)
Responsible to:	Group Chief Legal Officer

Job Purpose

Reporting to and working closely with the Group Chief Legal Officer (who acts as the Monitoring Officer of both Tees Valley Combined Authority and South Tees Development Corporation), to provide legal and commercial advice and support as part of the legal team to a number of 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 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, 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 sub-threshold processes and 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 To deputise for Monitoring Officer duties when the Group Chief Legal Officer is absent due to illness or other leave

- 3 Engage with partner councils and other stakeholders as required in the planning and delivery of projects.
- 4 Undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
- 5 Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.
- 6 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.
- 7 This is a post which is politically restricted in accordance with the Local Government and Housing Act 1989.