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| Job Title | Lawyer |
| Job Purpose | To provide legal advice and support for decisions taken by CQC. To ensure that they are robust by identifying legal risks early and working with Directorate teams across CQC to ensure that these are managed appropriately.  To provide solutions-focused legal advice and support to internal customers.  To develop strong relations throughout the business, using knowledge to shape legal solutions. |
| Accountabilities | * Provide legal advice across CQC as required in line with established quality and service standards. * Provide coaching, support, supervision and line management (as required) to Legal Officers / Legal Trainees and Paralegals. * With involvement and/or support from Legal Managers and Senior Lawyers as appropriate, undertake complex, high profile and high value casework and policy development work. * Draft legal documents and advise on every part of the commercial process, from the commercial law implications of a policy, through to designing the appropriate commercial contract, ensuring that projects appropriately manage legal risks, that contracts are managed effectively, and that any disputes are resolved as effectively as possible. * Advise on handling supplier performance issues and disputes before they reach a formal dispute resolution procedure. * Build strong relations with CQC colleagues and leaders in order to champion, prioritise and embed appropriate legal advice. * Support the Legal Managers, Senior Lawyers and wider legal team to deliver directorate objectives, and provide an excellent legal service to CQC, including the delivery of training and legal awareness. * Identify legal issues and risks, and escalate them to Senior Lawyers or Legal Managers, as appropriate. * Have the appropriate knowledge, skills and experience to actively promote diversity and equality of opportunity, treat everyone with dignity and respect and avoid unlawful discrimination. |
| Specific skills and experience | * Qualified Solicitor, Barrister, or Fellow of the Chartered Institute of Legal Executives, entitled to practice in England and Wales   Either   * 2+ years post-qualification experience OR * a newly qualified Solicitor, Barrister or Fellow of the Chartered Institute of Legal Executives with proven substantial experience in providing commercial and procurement legal advice |

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|  | * Good commercial and contract law experience is essential. * A good working knowledge of and experience of public procurement, information governance and intellectual property issues. * Excellent powers of analysis of legal commercial problems and sound commercial legal judgement. * An ability to negotiate effectively and to draft commercial contacts. * An understanding of public law. * Able to present complex information in an easily understood, accessible format. * Strong communication and presentation skills and the ability to secure and maintain the confidence of a range of CQC stakeholders. * Able to analyse risk and benefit within a fast-paced environment, and to reassess priorities on a continual basis. * Ability to think strategically and creatively, to see legal issues in the wider context and advise accordingly. * Ability to support and develop colleagues. * Effective networker and relationship builder. * Good working knowledge of IT systems including Microsoft Office packages (Outlook, Word, Powerpoint, Excel). |
| **Values & Behaviours**    **Excellence**  **In my work for CQC:**   * I set high standards for myself and others, and take accountability for results * I am ambitious to improve and innovate * I encourage improvement through continuous learning, * I make best use of people’s time, and recognise the valuable contribution of others     **Caring**  **In my work for CQC:**   * I am committed to making a positive difference to people’s lives * I treat everyone with dignity and respect * I am thoughtful and listen to others * I actively support the well-being of others     **Integrity**  **In my work for CQC:**   * I will do the right thing * I ensure my actions reflect my words * I am fair and open to challenge and have the courage to challenge others * I positively contribute to building trust with the public, colleagues and partners     **Teamwork**  **In my work for CQC:**   * I provide high support and high challenge for my colleagues * I understand the impact my work has on others and how their work affects me * I recognise that we can’t do this alone * I am adaptable to the changing needs of others | |