

REGULATOR OF SOCIAL HOUSING (RSH) ROLE PROFILE			
Role	Assistant Director: Deputy Head of Legal Services	Directorate	Legal
Reports To	Senior Assistant Director: Head of Legal and Company Secretary (Head of Legal)	Section / Team	Legal
Post Reference		Grade	G21

Purpose of the Role

Give a brief overview of the job, its context in the RSH and the contribution it makes

- The postholder will be the organisation's specialist and advisor in a broad range of legal specialties, providing support to the Senior Assistant Director, Head of Legal
- The post holder will identify and develop responses to trends, issues and legal questions affecting the RSH and the sector; ensuring that there is a comprehensive corporate understanding of the legal risk and strategic context, how the organisation can best respond, and how the position may develop;
- The post holder will assess how the regulator's legal strategic framework and approach are meeting its fundamental objectives and risk appetite.
- The post holder will provide advice to the Regulation Executive Team and Board on legal matters
- The role supports the regulator to promote a viable, efficient and well-governed social housing sector, able to deliver homes that meet a range of needs.
- The postholder will manage the provision of a professional legal service delivering high quality and specialist legal support to the regulator, in furtherance of its statutory objectives.
- The postholder will be a senior specialist legal advisor expected to provide professional and strategic judgement, guidance and advice, both directly and in conjunction with other professionals, on the more difficult and complex legal issues facing the regulator.

Main Duties and Key Accountabilities of the job holder

- Take responsibility for working with the other solicitors in the team and making corporate risk appetite decisions, legal judgements and strategic decisions to ensure the regulator is protected appropriately from legal risks and provided with consistent and high-quality legal advice.
- Delivering against a broad scope of responsibility and significant impact on the regulator, handling complex challenges with a high degree of autonomy and accountability
- Oversee and mentor a team of solicitors and legal professionals, fostering their development and ensuring high performance
- Support and as necessary deputise for the Head of Legal.
- Manage the provision in-house of excellent, risk-based and specialist professional advice to the regulator.
- Manage the delivery of the legal team's business plan objectives and targets.
- Procure and manage the regulator's legal panel(s), managing contracts, managing advisors, and managing an agreed budget.
- Identify and mitigate legal risks for the regulator, ensuring compliance with evolving law and regulations.

Working Relationships and Contacts

- The regulator's legal team.
- Chief Executive of the regulator and other Executive Team members.
- Senior leadership group and all staff at the regulator.
- Board and committees of the regulator.
- External legal providers including counsel.
- MHCLG as sponsor department, and other government officials.

Core job skills

Qualifications, knowledge, skills and experience

1. Educated to degree level and qualified as a solicitor with significant post-qualification experience in private practice or in-house (or a mix of the two) and a history of demonstrated success in senior legal roles
2. Sophisticated specialist and technical legal knowledge in areas relevant to the regulator's work (including public law), and the ability to quickly develop expertise in new areas where necessary.
3. Excellent at understanding organisational strategic context and internal client objectives and helping others understand the same.
4. Strong ability to identify and prioritise risks and to identify and communicate optimal approaches to managing those risks.
5. Highly skilled and experienced at:
 - leading and managing lawyers and other allied professionals and getting the very best out of a team:
 - managing the relationship with external legal advisors, and associated budgeting and spend; and
 - developing and managing internal and external relationships, including at Board and senior executive level: a senior professional advisor with authority and credibility and able to advise and support at the highest levels.
6. Senior level leadership and management skills with a strong track record of delivering results at a senior level.
7. Willingness to demonstrate our leadership values (respectful, engaged, accountable, collegiate and honest) and to be an active member of the regulator's Senior Leadership Group, working with senior colleagues to contribute to the ongoing development of the organisation in line with corporate objectives.
8. Focussed, resilient and calm under pressure.
9. Self-starting and proactive, with a strong ability to plan and manage personal and team workloads, co-ordinating the input of others and balancing multiple priorities effectively, while meeting deadlines.
10. Highly skilled at improving systems and the efficiency and effectiveness of legal operations.
11. Experience in managing delivery of in-house legal services and working for or with the public sector, especially in a regulatory environment, is desirable.

General responsibilities

- To adhere to RSH's equality and diversity and equal opportunities policies in all activities and to actively promote equality of opportunity.
- To be responsible for your own health and safety and that of your colleagues and all others in the workplace, in accordance with RSH Health and Safety policies.
- To demonstrate RSH core values in all working relationships within the workplace.
- To work in accordance with RSH Data Protection Policies and adhere to RSH Freedom of Information policies where appropriate.
- To undertake such other duties as may be reasonably expected.

OFFICIAL SENSITIVE - PERSONAL