

REGULATOR OF SOCIAL HOUSING ROLE PROFILE			
Role	Solicitor	Directorate	Legal
Reports To	Senior Solicitor	Section	Legal
Post Reference		Grade	18

Purpose of the Role

To support the Senior Assistant Director: Head of Legal and Company Secretary (Head of Legal) in delivering a proactive, professional legal service to the Regulator of Social Housing (the Regulator).

The appointed officer will be expected to take responsibility for the timely delivery of (internal) client-focussed, high quality legal advice. They will be expected to manage a full and varied caseload and take responsibility for supporting officers in a range of roles. The appointed officer will also need to be able to identify when taking external advice would be appropriate, and generally to fulfil the role of an independent, professional, in-house solicitor.

Main duties and key accountabilities

1. Provide high-quality, professional legal advice to the Regulator, in particular in these areas:
 - Social housing regulation (Housing and Regeneration Act 2008 and Housing and Planning Act 2016)
 - Public law, including minimisation of challenge risk
 - Contract and procurement law, including assisting the organisation with procurement exercises and negotiation of commercial contracts, licences and other arrangements
 - Employment law advice and assistance, either directly or through external providers
 - Litigation, either directly or through external providers
 - Information and data protection law
 - Statutory interpretation
 - Corporate law
 - Charity law
2. Support the Head of Legal in providing legal advice and support to the Chief Executive (including in their role as Accounting Officer), Regulation Executive Group and the Board of the Regulator and its committees.
3. Work proactively with the Regulator's staff to help achieve compliance with enabling legislation and governance systems and protocols.
4. Provide legal support in relation to policy development, and occasionally in relation to emerging legislation.
5. Provide timely advice on new legislative areas of relevance to the Regulator.
6. Provide and monitor instructions to Counsel and the Regulator's Panel lawyers.
7. Draft responses to Stage 2 complaints about the conduct of the Regulator, in accordance with the Regulator's complaints policy.
8. Provide legal support in relation to data protection and requests for information where needed.
9. Develop and provide in-house training as needed by the regulator.

Working Relationships and Contacts

External Relationships:

MHCLG, GCS and other government departments external legal advisors registered providers members of the public.

Internal Relationships:

Board and committee members
Executive Group, directors and assistant directors
Officers across the Regulator, including operational teams and administrative staff.

Role Requirements

Essential Qualifications

1. Educated to degree level or equivalent
2. Qualified Solicitor with current practising certificate and experience in private practice or in-house
3. PQE (or equivalent experience) in a number of the areas of law set out at paragraph 1 above (Main Duties section)

Desirable Qualifications

1. PQE (or equivalent experience) in areas relevant to the Regulator other than those listed at paragraph 1 above (Main Duties section)
2. Company secretarial qualification

Essential Knowledge, Skills & Experience:

1. A good knowledge and understanding of the law and legal practice and precedent in a number of the areas of law set out at paragraph 1 above (Main Duties Section).
2. Ability to learn other areas of law as relevant to the regulator.
3. Ability to engage with specialist third party providers where necessary and manage contact with these appropriately.
4. Ability to analyse complex issues and summarise them accurately and comprehensibly for non-lawyers.
5. Excellent written and verbal communication skills including the ability to provide clear and understandable advice to non-lawyers and excellent presentation skills.
6. Ability to effectively influence (directly and indirectly) key individuals to achieve desired outcomes, including the ability to challenge and negotiate where appropriate, and to cooperate well across disciplines
7. Self-motivated and able to plan and manage workload effectively, with proven record of ability to meet deadlines and to manage competing demands.
8. Able to be a team player whilst maintaining the role of independent advisor
9. Excellent record keeping and organisation skills and good computer and data systems literacy, and the ability to keep skills in this area up to date.

Desirable Knowledge, Skills & Experience:

1. Experience of working for a public body
2. Experience of working within a regulatory environment
3. Knowledge and experience in complaints handling
4. Experience of working within a rapidly changing organisation
5. Experience in legal risk management

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.