



## ROLE PROFILE

<b>Role Title:</b>	Commercial Solicitor
<b>Grade:</b>	Scale PO5
<b>Responsible to:</b>	Head of Legal Services (Corporate)
<b>Responsible for:</b>	Assistant Solicitors, Caseworkers, Assistant Caseworkers, Trainee Solicitors
<b>Liaison with:</b>	Police Officers, Police Staff, General Public, External Organisations, Agencies and Partnerships
<b>Required Vetting Level:</b>	MV/SC – Management Vetting & Security Clearance
<b>Date Published:</b>	September 2022

<b>Role Purpose</b>	To provide the services of a solicitor in the provision of a comprehensive legal service to the Chief Constable and the Police and Crime Commissioner for South Wales and the Chief Constable and the Police and Crime Commissioner for Gwent
<b>Main Responsibilities</b>	<p><b>Advice and Guidance</b></p> <ul style="list-style-type: none"> <li>• Provide expert advice and guidance to customers on complex and/or escalated issues within relevant subject area</li> <li>• Prepare analyse and present management information to senior managers and Chief Officers</li> <li>• Promote innovative solutions through the provision of expert knowledge and advice</li> <li>• Provide high level advice and guidance on complex and/or escalated issues.</li> </ul> <p><b>Business Improvement</b></p> <ul style="list-style-type: none"> <li>• Lead initiatives to improve business processes</li> <li>• Identify, propose and implement developments and improvements to the area, unit or project for the mutual benefit of the force and customers</li> </ul> <p><b>Customer Service and Representation</b></p> <ul style="list-style-type: none"> <li>• To present a positive image and service to both internal and external customers</li> <li>• Individuals are required to effectively engage with internal and external customers at all levels, in order to provide a high quality standard of service</li> <li>• Maintain confidentiality in relation to data protection issues and Management Of Police Information (MOPI) standards</li> </ul> <p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• Put forward and implement budget proposals for own area, unit or project</li> <li>• Plan and control spending of delegated budget for own division/department</li> </ul> <p><b>Organisation/Planning</b></p> <ul style="list-style-type: none"> <li>• Contribute to the organisation of associated resources, such as people, systems and equipment</li> <li>• Shared responsibility for the development, implementation and</li> </ul>

	<p>promotion of the departmental/BCU plans and service level agreements</p> <ul style="list-style-type: none"> <li>• Monitor approved business plans and budgets for the department/service</li> <li>• To oversee and monitor the work of the department to deliver sound advice and support</li> <li>• Develop, propose and implement approved business plans and budgets for the department/service</li> <li>• Identify, seek approval for, and deploy suitable resources for the department to deliver its service objectives</li> </ul>
	<p><b>People Management</b></p> <ul style="list-style-type: none"> <li>• Allocate work and monitor the standard and performance of functional managers and team performance and ensure resolution of any issues</li> <li>• Manage recruitment, development motivation and change within a team</li> </ul>
	<p><b>Policies &amp; Strategies</b></p> <ul style="list-style-type: none"> <li>• Draft and consult on policy implementation</li> <li>• Monitor and report on policy implementation to ensure compliance and identify issues/problems</li> </ul>
	<p><b>Project Management</b></p> <ul style="list-style-type: none"> <li>• Organise and manage the day to day delivery of subject area or projects including planning and deployment of resources</li> </ul>
	<p><b>Risk Management and Legal Compliance</b></p> <ul style="list-style-type: none"> <li>• Ensure compliance with all regulations and policy guidelines.</li> <li>• Identify risks and act on findings</li> <li>• Thorough understanding of associated guidelines and legislation to mitigate risks</li> <li>• Ensure department/team meets its obligation with regards to Health &amp; Safety</li> <li>• Assist in the resolution of escalated and serious problems</li> </ul>
	<p>In addition, the post holder must be prepared to undertake such additional duties which may result from changing circumstances, but which may not of necessity, change the general character or level of responsibility of the post.</p>
<b>Qualifications</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Must be a qualified solicitor and hold a valid Practising Certificate for England and Wales or be able to evidence equivalency</li> </ul>
<b>Skills</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Must be able to draft bespoke and often complex contracts for goods and/or services.</li> <li>• Must be computer literate and proficient in Microsoft applications.</li> <li>• Must demonstrate the ability to represent the force at the highest levels.</li> <li>• Must be able to advise on interpretation of contract and commercial legislation.</li> <li>• Must display foresight and apply strategic vision to solve problems through to completion.</li> <li>• Must be tactically aware and able to evidence prior experience in providing legal advice to senior figures in an organisation.on contract and commercial law matters.</li> <li>• Must possess well developed analytical and organisational skills.</li> </ul>

	<ul style="list-style-type: none"> <li>• Must be able to work in a largely autonomous capacity, using own initiative to solve problems.</li> <li>• Must be able to take on new areas of work with minimal supervision.</li> <li>• Must have the ability to deal with high volume work efficiently and effectively.</li> <li>• Must be able to demonstrate flexibility and adaptability in a pressurised environment.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Welsh Language Level 2. Can understand the essence of a conversation in Welsh, and can convey basic information and respond to simple requests in Welsh. Can use Welsh to transfer telephone calls. Can introduce oneself and others by name, role, and location/organisation. Can contribute in a meeting partly in Welsh.</li> <li>• Minimum of 3 years relevant pqe. or similar relevant experience.</li> <li>• Have experience of a case management system.</li> </ul>
<b>Knowledge</b>	<p><b>Essential.</b></p> <ul style="list-style-type: none"> <li>• Must have experience of advising on a wide range of complex commercial matters including procurement and contracts.</li> <li>• Must have knowledge of the appropriate legislation and procedural requirements around collaboration and procurement exercises.</li> <li>• Must be able to demonstrate sufficient Contract and Commercial law knowledge and ability to deliver a professional legal service in this area.</li> <li>• Must be able to provide resilience for all work conducted for the wider Joint Legal Services in relation to all aspects and functions of its work.</li> <li>• Must be able to monitor and advise upon any legislative changes and other legal developments affecting the Chief Constables and Police and Crime Commissioners.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Have a sound understanding of public sector collaboration working.</li> <li>• Have experience of dealing with a public body or working for public sector clients.</li> </ul>
<b>Personal Qualities</b>	<p><b>Serving the Public</b></p> <p>Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests</p> <p>Ensures that all staff understand, expectations, needs and concerns of different communities and strive to address them</p> <p>Builds public confidence by actively engaging with different communities, partners and stakeholders</p> <p>Identifies the best way to deliver services to different communities</p> <p>Understands partners' perspectives and priorities and works in tandem with them to deliver the best possible overall service to the public, building public confidence</p> <p><b>Professionalism</b></p> <p>Acts with integrity, in line with values of the Police Service</p> <p>Acts on own initiative to address issues, showing energy and determination to get things done.</p>

Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and potentially challenging situations  
 Upholds professional standards, acting a role model to others and challenging unprofessional conduct or discriminatory behaviour  
 Remains calm and professional under pressure, defusing conflict and being prepared to make unpopular decisions or take control when required

### **Leading Change**

Positive about change, adapting to changing circumstances and encouraging flexibility in others  
 Identifies and implements improvements to service delivery, engaging people in the change process and encouraging them to contribute ideas  
 Finds more cost effective ways to do things, taking an innovative approach to solving problems and considers radical alternatives  
 Asks for and acts on feedback, learning from experience and continuing to develop own professional skills and knowledge

### **Leading People**

Inspires people to meet challenging goals, maintaining the momentum of change.  
 Gives direction and states expectations clearly  
 Talks positively about policing, creating enthusiasm and commitment  
 Motivates staff by giving genuine praise, highlighting success and recognising good performance  
 Gives honest and constructive feedback to help people understand their strengths and weaknesses  
 Invests time in developing people by coaching and mentoring them, providing developmental opportunities for staff and encouraging them to take on new responsibilities

### **Managing Performance**

Translates strategy into specific plans and actions, effectively managing competing priorities with available resources  
 Takes a planned and organised approach to achieving objectives, defining clear timescales and outcome  
 Identifies opportunities to reduce costs and ensure maximum value for money is achieved  
 Demonstrates forward thinking, anticipating and dealing with issues before they arise  
 Delegates responsibilities appropriately and empowers other to make decisions  
 Monitors progress and holds people to account for delivery, highlighting good practice and effectively addressing underperformance

### **Decision Making**

Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations  
 Considers a range of possible options, evaluating evidence and seeking advice where appropriate  
 Makes clear, timely, justifiable decisions, reviewing these as necessary  
 Balances risk, cost and benefits, thinking about the wider impact of

	<p>decisions Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest</p> <p><b>Working with Others</b> Builds effective working relationships with people through clear communication and collaborative approach Maintains visibility by regularly interacting and talking with people Consults widely and involves people in decision making, speaking to people in a way they understand and can engage with Treats people with respect and dignity regardless of their background or circumstances promoting equality and the elimination of discrimination Treats people as individuals, showing tact, empathy and compassion Sells ideas convincingly, setting out the benefits of a particular approach and striving to reach mutually beneficial solutions Expresses own views positively and constructively and fully commits to team decisions</p>
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All individuals of South Wales Police must display the qualities to be able to work in an organisation with minority groups and provide service to minority groups in communities. They must show that they are able to contribute to an open, fair working environment where inappropriate behaviour is not permitted. They must display no evidence of the likelihood to contribute in any way to work place bullying or any other form of discriminatory behaviour.

### Method of Assessment

When completing your application please ensure you only complete the sections marked below as these are the sections you will be marked against for the shortlisting stage of your application.

	Shortlisting
Qualifications	Yes
Skills	Yes
Knowledge	Yes
Personal Quality – Serving the Public	
Personal Quality – Professionalism	
Personal Quality – Leading Change	
Personal Quality – Leading People	
Personal Quality – Managing Performance	
Personal Quality – Decision Making	
Personal Quality – Working with Others	

### SUPPORTING INFORMATION TO ROLE PROFILE

Required to uphold and demonstrate the values and standards of the Joint Legal Services Department.

Comply with agreed office procedures, SRA and IIP standards at all times.

The post holder will be required to work out of both the South Wales and Gwent offices depending on the demand of the service.

The post holder will be required to travel to locations throughout the Forces area.