

It starts with community

The National Lottery Fund
Role Profile



Solicitor

Directorate:	Chief Exec Office
Department:	Legal Services
Role/Competency level:	Level 3
Reports to:	Senior Solicitor or Head of Commercial Property and Assets



Role Profile: Solicitor

Role purpose

In this particular role, you'll have extensive knowledge of your area of expertise and will apply that to the Fund so you can challenge the organisation to work effectively and efficiently. You'll provide excellent support and advice to the Fund and its shared service clients to enable them to comply with statutory and regulatory frameworks and manage legal risk in your specialist area.

You'll build excellent relationships and build networks with managers across the Fund and Heritage Lottery Fund so the team is regarded as valued business partners and engaged at an early stage.

You will draft and/or negotiate documents and materials which reflect best practice in order to protect the Fund from legal risk, exercise its legal rights and/or deliver value for money.

Developing and maintaining precedent materials to manage legal risk and compliance and/or deliver value for money, which are fit for purpose and user friendly in line with the Fund's strategic framework is also required. You'll manage and deliver legal and/or compliance projects in your specialist areas, acting as a key project team member on cross-departmental projects.

Maintaining records and ensuring compliance with reporting/registration/notification requirements relevant to your specialist area will be integral to your role, as well as staying up to date with developments in your specialist area and delivering regular training and internal communications for staff and team members as may be required.

You will work closely and collaboratively with other specialist managers within the team, and the wider Fund and assist from time to time with any other work or special project as may be assigned.



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Key responsibilities

- Provide excellent legal support and advice
- Build relationships and networks
- Draft and/or negotiate best practice and precedent materials
- Manage and deliver legal/compliance projects
- Maintain records and ensure they meet compliance requirements
- Deliver training as required
- If the role is based in Wales, or supports customers or colleagues in Wales, an understanding of Welsh language legislation & the Welsh Language Standards of the Fund is required.



Role Profile: Solicitor

Knowledge, skills and experience

- UK qualified solicitor, barrister or equivalent
- At least two years' relevant experience in private practice or in-house Legal in a medium/large sized organisation
- Excellent attention to detail and good drafting and negotiation skills
- Good communication and client management skills
- Ability to manage multiple demands and priorities with good organisational and time management skills
- Ability to quickly grasp new legal concepts
- Team player with excellent interpersonal skills
- Ability to use your initiative to proactively improve ways of working



Role Profile: Solicitor

Role competencies: Level 3

- **Strategic direction**
Understands and communicates how own work and work of the team, supports wider objectives and meets the diverse needs of stakeholders. Aligns own actions with directorate and organisational goals.
- **Leading our culture**
Recognises and values individual contributions and puts in place support for well-being of individuals within the team, including consideration of own needs.
- **Working together**
Designs team processes to remove silos and nurture a culture of mutual support, driving higher performance across interconnected teams. Adjusts personal work styles and practices accordingly.
- **Delivering quality results**
Clearly communicates desired results and ensures individuals are supported and feel motivated to achieve what is expected.
- **Diligence and control**
Manages teams and own duties in line with set expectations and policy and/or regulatory considerations. Ensures corrective action is taken where necessary.
- **Developing self and other**
Takes time for own personal and professional development as well as supporting development needs of team members. Ensures self and team members have a Personal Development Plan to help achieve goals.

Our Values



We are inclusive

We know that communities and organisations are stronger when everyone can participate and work to increase inclusion.



We are ambitious

We believe in the power of community and connection and are ambitious for its potential. We support people and communities to shape the future and lead change.



We are impact focused

We are inspired by communities and learn with them. We listen, reflect and use evidence to improve knowledge, inform action and increase impact.



We are adaptable

We welcome and embrace new ideas and ways of working.



We are compassionate

We work with care consideration and humility.