



## Job description

<b>Role title:</b>	Head of Legal ( Commercial)		<b>Version number:</b>	1
<b>Reports to:</b>	Romny Gray, General Counsel	<b>Directorate:</b>	Legal	
<b>GGS:</b>	15	<b>Location:</b>	Amersham and Reading	
<b>Organisation structure &amp; department profile:</b>	This role sits at a very senior level within the Legal team and within the Company. It has leadership and management responsibilities. It reports directly to the General Counsel and acts as one of her lieutenants, driving forward the Company's corporate goals in terms of customer experience, a highly engaged workforce, financial performance and strategic change and doing this is in a way which role models innovation, stakeholder engagement, collaboration and excellence in execution.			
<b>Created by:</b>	<b>Director:</b>	Romny Gray	<b>Date:</b>	21.3.18
	<b>HR Partner:</b>	Sarah Molloy	<b>Date:</b>	

<b>Role purpose:</b>	<p>To ensure that strategic and business as usual (“BAU”) activities across the Legal function are managed and delivered appropriately.</p> <p>A member of the leadership team for the Legal function, the incumbent is responsible for supporting the General Counsel to translate business initiatives into a vision for the team and to identify, develop and deliver the roadmap for the Legal Directorate to deliver short term and long term needs.</p> <p>It is the role of the leadership team for the Legal function to work collaboratively to gather and understand their customers needs ( both internal customers and shareholders) and the needs of the business (internally and externally) and to socialise and gain commitment from their suppliers (internally and externally) and set stretching service level agreements.</p> <p>The incumbent is responsible for translating the wider team’s vision and roadmap for their area of the business.</p> <p>The incumbent is responsible for constructively challenging MBNL’s Senior Management Team ( “SMT”) and Business Leadership Team ( “BLT”) and the wider business to ensure MBNL create’s a positive</p>
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	working environment and a focus on people, execution and customers.	
<b>Key Responsibilities &amp; Accountabilities: (In priority order)</b>	<p>up to 10 key activities undertaken in this role</p> <ul style="list-style-type: none"> <li>• Responsible for co-creating and delivering the Legal team's vision and agenda</li> <li>• Responsible for ensuring excellent execution on a number of strategic procurement activities across the business – in terms of designing and refining systems and processes, proactively ensuring shareholder engagement, collaborating with MBNL senior colleagues, engaging with and assuring external counsel and providing trusted legal expertise, commercially savvy legal advice, skilled hands-on contractual drafting and dynamic negotiation with key suppliers and partners</li> <li>• Understand risk and MBNL's risk appetite, avoiding over lawyering / being a legal purist and adopting efficient, agile working practices.</li> <li>• Responsible for managing, developing and empowering any direct reports as well as coaching and developing other lawyers in the team</li> <li>• Manage resources appropriately. Hire the right people with the right attitudes, skills and behaviours.</li> <li>• Manage the performance of the Legal team, drive high performance by setting stretching and challenging objectives. Continually review these and provide feedback on an on-going basis</li> <li>• Be a true service provider – understand customers needs and encourage the Legal team to deliver a great service internally and externally</li> <li>• Provide feedback and recognition across the whole organisation</li> <li>• Be an active member of the GGS15 community, create, deliver and embed change initiatives that positively drive performance and engagement.</li> <li>• Manage employee relations issues as they arise (and proactively prevent them from occurring), using the People Team where appropriate.</li> <li>• Challenge the status quo, keep abreast of the external market and use this to drive innovation, continuous improvements and learning</li> <li>• Be a role model for the MBNL way</li> </ul>	
<b>Key Challenges: (in priority order)</b>	<p>key challenges specific to the role</p> <ol style="list-style-type: none"> <li>1. Quickly build key relationships within MBNL and with shareholders</li> <li>2. Understand the execution pipeline and be able to swiftly and accurately calibrate the risk to be tolerated and the amount of effort required / resources available and know when to be light touch .</li> </ol>	
	<b>Line Manager?</b>	yes
	<b>Virtual (project) Manager of people?</b>	yes



<b>People Management:</b>	<b>Responsible for:</b> allocation of work (task based) setting direction (objective based) performance management recruitment absence management		yes yes yes yes yes
	<b>No of direct reports:</b>		
	<b>Overall team size (headcount):</b>		
<b>Other People Mgt comments:</b>			
<b>Financial:</b>	<b>Budget manager</b>		potentially
	<b>OPEX responsibility</b>	£	indirectly
	<b>CAPEX responsibility</b>	£	n/a
	<b>P&amp;L responsibility</b>	£	direct / indirect / n/a
<b>Other Financial Impact comments:</b>			
<b>Key Relationships: (level, nature &amp; purpose)</b>	<p><b>level</b> refers to organisational level (e.g. VP/Director)</p> <p><b>nature</b> refers to type of communication e.g. strategic, influencing, negotiating, providing technical information to non-technical audience etc.</p> <p><b>purpose</b> refers to the required outcome of the interaction – why is the relationship and interaction necessary?</p> <p><b>within own function:</b></p> <ul style="list-style-type: none"> <li>Leading and motivating direct / indirect reports</li> </ul> <p><b>across other function:</b></p> <ul style="list-style-type: none"> <li>Leading and motivating peers and employees across other business functions, in line with the MBNL Way</li> </ul> <p><b>external suppliers:</b></p> <ul style="list-style-type: none"> <li>Working with Legal services suppliers to ensure all aspects of performance in relation to Legal work are maximised. Ensuring great relationships are forged for the greater benefit of MBNL's vision</li> </ul> <p><b>external customers:</b></p> <ul style="list-style-type: none"> <li>Have an excellent working relationship with MBNL's Shareholders, having regard to their ambitions regarding the network. Chair meetings as necessary with various seniority of staff within the shareholders</li> </ul>		
	<b>Other key relationship comments:</b>		
<b>Key MBNL behaviours</b>	<p><b>Shine:</b> Be an ambassador for MBNL. Be courageous and resilient. Grow and stretch yourself, rise to the challenge</p> <p><b>Collaborate:</b> Be positive. Actively seek others out and build effective relationships. Have open, honest &amp; transparent conversations</p>		



	<p><b>Deliver:</b> Create a plan, regularly review and measure against that plan. Have a can-do attitude, learn from your experience</p> <p><b>Lead:</b> Create, innovate and inspire. Challenge the norm and bring people on the journey</p>	
<p><b>Critical Knowledge &amp; Experience (non time related):</b></p>	<p><b>professional / technical</b></p>	
	<p><b>must have:</b></p>	<ul style="list-style-type: none"> <li>• A current practising certificate and 15+ years ppe as a commercial lawyer ( solicitor or barrister) qualified to practice in England and Wales, of which at least 10+ years must have been served in- house in the UK</li> <li>• Demonstrable and significant experience of drafting and negotiating complex commercial contracts and of complex stakeholder engagement in closing these contracts</li> <li>• Demonstrable and significant experience of being the lead lawyer on multi million pound procurement and outsourcing deals</li> </ul>
	<p><b>nice to have:</b></p>	<ul style="list-style-type: none"> <li>• An understanding of or interest in the telecoms sector</li> <li>• Experience of developing teams</li> <li>• Experience of innovation in a legal / contractual context</li> <li>• An enjoyment of closing major ( multi million pound) contracts and the negotiation and drafting of them</li> </ul>
	<p><b>business / context</b></p> <p>internal company knowledge (policies; procedures; strategies); industry background; knowledge of external market</p>	
	<p><b>must have:</b></p>	<ul style="list-style-type: none"> <li>• A proven track record in leadership, creating positive climates, articulating a vision, managing change and inspiring people</li> <li>• Experience of coaching and developing people to be their best</li> <li>• An ability to build positive relationships and an understanding of organisational politics. An ability to use these to socialise and influence stakeholders</li> <li>• An understanding of the health of the organisation and a passion for employee engagement.</li> <li>• A proven track record in continuous improvement</li> </ul>
	<p><b>nice to have:</b></p>	<ul style="list-style-type: none"> <li>• Commercial litigation / dispute resolution experience</li> </ul>
<p><b>Any other comments:</b></p>		



