

job description



Position title	Legal Services Manager
Division	Legal Business Support
Line Manager Title	Head of Legal
Grade	5

Purpose

To ensure that an appropriate level of commercially and operationally focused legal support is provided to all internal customers including all Business Units and Support Service departments.

You will be responsible for SUEZ's legal requirements arising from the operation and development of its business in your allocated geographical region, except for certain areas where there is a specialist in the legal team such as employment, property, planning, company secretariat etc.

To manage those members of the Legal Team that report to you efficiently and effectively; and work closely with the rest of the legal team to ensure a consistently high standard of legal support to the whole business.

Key responsibilities

Ensure the areas of the business you are responsible for are provided with appropriate legal advice and support to meet all their operational needs including:

- Providing general commercial/legal advice.
- Preparing, reviewing and supporting the negotiation of a range of commercial contracts and projects, including PFI/PPP, local authority and commercial customers and suppliers.
- Identifying and assessing risk of a legal and commercial nature.
- Supporting tenders, acquisitions, and business development activities.
- Providing advice and support on disputes and managing any litigation.
- Managing a small team of lawyers.
- Helping to ensure compliance with applicable laws and Group policies.
- Monitor legal and regulatory developments impacting the sector.
- Provide pragmatic legal advice which is commercially focused (and where practicable assess and communicate the financial and operational consequences of the various courses of action).
- Report all legal issues clearly and effectively to appropriate personnel (using the most appropriate means of communication available).

- Liaise effectively with all relevant personnel to continually review the quality and appropriateness of your legal support and advice (including actively seeking ways in which to improve the delivery of your legal services).
- Demonstrate a strong commitment to understanding SUEZ from an operational and commercial point of view.
- Keep up to date with respect to the latest legal developments affecting your areas and comply with your continuing professional development obligations.
- Comply with all legal requirements relating to in-house solicitors in the UK.
- Identify training needs within the business, design appropriate training in conjunction with the business and deliver this training as appropriate.
- Identify requirements for external support and do the following efficiently and effectively:
 - o The selection and engagement of appropriate external support providers (e.g. lawyers, consultants, expert witnesses).
 - o The negotiation of fees and cost arrangements and the on-going management of costs.
 - o The management of all external suppliers you appoint.
- Lead, mentor and develop your team ensuring:
 - o High performance and engagement.
 - o Appropriate allocation of workload.

Skills

- The ability to communicate complex legal issues and risks in terms that non-legal colleagues can understand.
- Management of other lawyers (internal and external).
- Identify and, to the extent possible, quantify risks of a legal nature (and the related commercial risks).
- Demonstrated ability to create legal defensive or proactive strategies.
- High degree of professional ethics and integrity.
- Excellent judgement and ability to analyse situations and information.
- Excellent communication and presentation skills.
- Exceptional attention to detail.
- Exceptional negotiating and drafting skills.
- The ability to build and maintain strong professional relationships across the business.
- The ability to work in a highly autonomous role.
- Ability to solve complex/novel problems autonomously.

Behaviours

Actively embraces the global SUEZ Leadership Behaviours and Group Values by demonstrating:

- **Shape the Future:** Put our client at the centre of our actions, Design an actionable vision, Make sustainability a key differentiator, Dare to innovate and drive continuous improvement.
- **Make it Happen:** Dare to drive change, be exemplary to aim for success.
- **Collaborate to Elevate:** Always lead in the Groups best interests, Foster Transparency & Networks
- **Unleash the talent of your People;** Trust & delegate, Allow each person to grow, Care for yourself & others.
- **Team Spirit:** Together, we work, we collaborate, we problem solve, we support, we encourage and we celebrate.
- **Respect:** We care, we can be our authentic selves, we're compassionate, we're ethical and we're honest. We act to keep everyone safe and well.
- **Commitment to the Environment:** We preserve, restore and protect our planet. We act to reduce, reuse, recycle and recover resources.
- **Customer Focus:** We're dedicated, focused and creative. We innovate, we advocate and we collaborate with our customers for the environment.
- **Continuous Improvement:** Demonstrate a proactive and collaborative approach to identify and implement opportunities which continually improve business processes, quality and overall performance.

Knowledge

- Extensive knowledge and understanding of commercial law and procedures
- Excellent understanding of the influences of the external environment of a company
- Extensive and well-rounded understanding of commercial law generally.

Specific candidate requirements

Substantial PQE experience.

Experience of bidding for and working with complex contracts.

Experience in PFI/PPP.

Senior management experience within a similar environment.

A strong leader, with strategic development and implementation experience, you must have the ability to advise and deliver strategic advice across multiple diverse teams.

Qualifications

A valid Practising Certificate issued by the Law Society.

Please note: The content of this job description reflects the main duties and responsibilities of the job and is not intended to form part of the contract of employment. SUEZ may revise the content of the role and responsibilities at its discretion.