

<b>JOB DESCRIPTION</b>	
<b>SUMMARY INFORMATION</b>	
<b>Job Title:</b>	Senior Counsel
<b>Department:</b>	Legal
<b>Contract Type:</b>	Permanent
<b>Job Purpose:</b>	To provide legal services to the Commission's Executive Leadership Team. Reporting to the General Counsel, the Senior Counsel must be able to work with minimal supervision across a range of complex legal issues in order to successfully manage risk and provide effective solutions.
<b>Job Band:</b>	E2
<b>Reports to:</b>	General Counsel
<b>Direct Reports:</b>	None
<b>Other Key Contacts:</b>	Wide range of internal and external stakeholders, including senior team stakeholders
<b>Financial Responsibilities:</b>	None
<b>Location:</b>	Head Office, Maidenhead, with option to work remotely
<b>Working hours:</b>	37 hours per week. There may be occasions where you will be required to work additional hours. Time off in lieu may be granted for any approved additional hours worked
<b>Travel:</b> <i>(when travel restrictions are lifted)</i>	Must be willing to travel within the UK and overseas, sometimes at short notice. Valid passport, full UK car driving licence required.
<b>Right to work:</b>	Must have the right to work in the UK

<b>BACKGROUND</b>
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The Commonwealth War Graves Commission (CWGC) honours and cares for the men and women of the Commonwealth forces who died in the First and Second World Wars, ensuring they will never be forgotten. Funded by six Member Governments, our work began with building, and now maintaining, cemeteries at 23,000 locations all over the world. Today, over a century after we first began, our work continues through our staff, supporters and volunteers who preserve our unique cultural, horticultural and architectural heritage and ensure that the stories of those who died are told.

**KEY RESPONSIBILITIES and ACCOUNTABILITIES OF THE ROLE**

General

- Working alongside the General Counsel to deliver practical, pragmatic, risk-based solutions and ensures compliance consistent with the Commission's strategic aims
- Works closely with internal stakeholders, providing them with advice and support with a holistic approach to legal matters across the Commission
- Provides professional, responsive, cost effective and timely legal advice and support for a wide variety of matters (including employment, property, dispute resolution, contracts, data protection, media and events, information technology, intellectual property) drawing on external resources where appropriate
- Works with the rest of the legal team (providing direction, support, coaching and mentoring, as required)
- Reviews and prepares reports for the General Counsel in regard to the legal protection and security of tenure of Commission cemeteries, memorials and premises, including planning and property transactions to ensure long-term and sustainable solutions consistent with the Commission's enduring responsibility
- In conjunction with the General Counsel, represents the Commission in legal, governmental and other forums including the conduct and management of proceedings in courts and tribunals, or to arrange such representation from those with appropriate expertise
- Working with the General Counsel, engages and manages external lawyers, as required, in an effective and cost-efficient manner
- Monitors, analyses, interprets and advises upon legal developments and legislation including lobbying and engaging with parliamentary and governmental bodies in order to promote and protect the Commission's interests
- Advises on the constitution, governance and activities of the Commission and the Commonwealth War Graves Foundation including legal status in host countries, tax, charity law and international governmental arrangements such as War Graves Agreements
- Works collaboratively with other disciplines including active participation in project boards
- Works independently and provides concise reports to the General Counsel summarising risks and proposing appropriate action as required
- Deals with complex legal issues across multiple jurisdictions and assess and guides on the course of action
- Acts as the Deputy General Counsel as and when required

Job Functional Knowledge

- A fully qualified lawyer, with extensive private practice and in-house experience

Business Expertise

- A good understanding of all functions across the Commission as well as knowledge and experience gained in other organisations

Leadership

- Provides support, coaching and mentoring to junior members of the team, as required

### Problem Solving

- Advises and develops innovative approaches to complex and demanding situations requiring creative legal solutions

### Nature of Impact

- Impacts the Commission as a whole, including significantly inputting to Corporate and Legal strategies and policies, as well as the legal framework for the Organisation

### Area of Impact

- The job has an impact across the whole business

### Interpersonal Skills

- Internal and external negotiations, often of a complex and sensitive nature, requiring excellent influencing skills

<b>PERSON SPECIFICATION</b>
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### Education and Knowledge

#### Essential

- Qualified lawyer
- Legal knowledge of employment, property, dispute resolution, contracts, data protection, charity, media and events, information technology and intellectual property

#### Desirable

- Ecclesiastical law

### Experience

#### Essential

- Considerable proven post qualification experience as a solicitor, with broad generalist background
- Working within an in-house legal environment
- Working with senior managers, including directors and key stakeholders
- Team management

#### Desirable

- International experience of working with lawyers in foreign legal jurisdictions
- Working in the public or not-for-profit sectors

### Skills and Abilities

- Versatile and creative when advising on varied and unusual legal problems in the UK and other jurisdictions around the world
- Willingness to travel nationally and internationally
- Ability to identify and assess legal and corporate risks and advise accordingly
- Excellent problem solver, with the ability to deliver pragmatic, risk based, accessible advice and solutions
- Ability to find creative legal solutions to complex and demanding situations



COMMONWEALTH  
WAR GRAVES



- Professional integrity
- An excellent communicator, with the ability to communicate with people at all levels
- An appreciation of different cultural, legal and economic environments
- Powers of persuasion and ability to use judgement
- A strong team player, with leadership capabilities
- Ability to make a positive contribution
- Ability to deliver training and presentations to varying sizes and levels of audience
- Good organisational skills
- Strong analytical skills
- The ability to handle confidential information with discretion
- Ability to meet deadlines
- Strong attention to detail and accuracy
- Committed to professional development
- An alignment and adherence to the Commission's Values: RESPECT, EXCELLENCE, TEAMWORK, COMMUNICATION, PROFESSIONALISM and COMMITMENT
- Health and Safety responsibility for self and others

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*Your key duties are set out within this job description. From time to time, you may be required to perform such other reasonable duties that fall outside your job title or key job duties, should this be necessary to meet the needs of the CWGC.*

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### **Signatures**

Name of Job Holder:

Signature:

Date:

Name of Line Manager:

Signature:

Date: