Role Profile

Reference Number	Special D
Role Title	Head of Legal – West Yorkshire Pension Fund
Directorate	Office of Chief Executive
Department	West Yorkshire Pension Fund
Reports to	Director of Legal and Governance / Managing Director – WYPF

Role Purpose

The post-holder will be West Yorkshire Pension Fund's Head of Legal, primarily focussed on legal work for both the administrative and investment areas of the Fund. They will have responsibility for ensuring that the Pension Fund Legal Team provides a comprehensive, cost effective, responsive and quality legal service to the Pension Fund and the Council more generally.

The post-holder should have a high degree of initiative to balance the commercial imperatives of the Fund and align them with Bradford Council's governance process. The post-holder will review complex legal work that has been commercially negotiated by Officers of the Fund, manage the relationships with external legal specialists as required, and have responsibility for making sure that all legal documentation is prepared for execution in accordance with relevant standards and procedure.

The post-holder will ensure legal and constitutional regulatory compliance and provide advice and guidance that allows efficient, effective and timely decision making, and high standards of conduct within West Yorkshire Pension Fund and the wider Council. The post holder will work closely with the Managing Director, Strategic Investment Adviser, Director of Legal and Governance, Assistant Directors, the Council's legal team, Northern LGPS ltd, colleagues and other strategic partners to achieve the Fund's objectives.

The postholder ensure contractual arrangements for WYPF's administration function are compliant and robust, including the administration software, pensions dashboard interface and WYPF's pensions administration shared service (WYPF hosts a shared-service pensions administration for WYPF, 3 other LGPS funds and over 20 Fire Authorities in respect of the Firefighters Pension Scheme).

The post-holder will advise WYPF senior management and oversee training of the wider WYPF team on minimising legal risks such as breaches of data protection legislation and compliance with pensions law and the Pensions Regulator's Code of Practice.

Accountabilities

You will be responsible for the delivery of all legal work for West Yorkshire Pension Fund

You must:

- Carry out your work in a committed, competent and professional manner whilst working to set objectives, targets and specified timescales.
- Provide a full range of legal services to WYPF whilst working as part of the wider WYPF senior management team.
- Comply with quality systems requirements and any relevant legal services / corporate procedures.
- Keep WYPF, Council, your supervisors, client officers and work colleagues informed about your work, as required.
- Work effectively with external partners and contractors, including Northern LGPS Ltd (a c£75 billion and shared service administration partners and clients.
- Work with the WYPF Strategic Investment Adviser
- Provide legal advice to the pensions administration team to ensure compliance against LGPS, pensions and other relevant legislation such as GDPR including appeals under IDRP framework, exercising Administering Authority discretions in respect of employers entering and exiting the fund via admission agreements.
- Reviewing response to Freedom of Information requests received by WYPF and liaising with the WYPF Communications team and Bradford Council press office regarding media enquiries.
- Responsible for carrying out any other legal work allocated to you by the City of Bradford Metropolitan District Council's Director of Legal and Governance with appropriate training as necessary in accordance with the same principles set out above.
- Outsource specialist work to external legal firms as required and oversee the appointment, terms of reference, output and budget of the external providers.
- Work with the Council's procurement team in designing and calling-off from procurement frameworks and providing legal input into all WYPF procurement, including reviewing contract documentation.
- Providing legal input to advice provided by the WYPF Managing Director to the Bradford Council Governance & Audit Committee and the WYPF Advisory Panel, and Pension Board.
- Support the Director of Legal and Governance in providing advice on WYPF governance arrangements & constitutional matters such as procedure and conduct in meetings of the groups listed above.
- Responsible for helping legal services to assist the Council in achieving its objectives.
- Understand the Council's Constitution and how your work relates to it.
- Contribute, if required, to the work of the corporate teams in tackling cross-cutting issues.
- All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.
- All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Knowledge / Skills / Experience required

- Qualified as a solicitor or a barrister entitled to practise at the Bar.
- Compliance with Law Society or Bar Council requirements in respect of continuing professional development.
- Significant post admission experience as a solicitor or barrister.
- Experience in local government pensions or direct experience of the corporate governance of local authorities. (desirable)
- Experience of leading and significant achievement within professional multi-disciplinary teams.
- Experience of legal work in either contract law, general pensions law, pension schemes, financial services or local government.
- Knowledge of class action litigation (desirable)
- Knowledge and understanding of KYC documentation. (desirable)
- Knowledge and understanding of UK/International tax laws. (desirable)
- Able to draft shareholder agreements, letters of intent, review private market Fund partnership agreements, settlements (desirable)
- Substantial experience of attendance at Council committee and /or sub-committee meetings (or corporate or Pension Scheme Trust equivalents) including the presentation of reports and advising members both in formal meetings and otherwise, on questions of procedure and propriety.
- Knowledge and awareness of key issues facing local government, including Best Value and new legislation which affects the duties and responsibilities, and the statutory framework of local government.
- High level of political awareness.
- Prepared to undergo further training appropriate to the job.
- A strategic thinker, who welcomes change, sets the pace and leads staff through change.
- Understands the need for and practices leadership by example.
- Values diversity and sees strengths in others' work to harness these as part of a team effort.
- Open to new ideas and curious.
- Self-motivated, possesses high expectations of personal performance and sets high standards both personally and for staff.
- Good networker with professional colleagues within local government and elsewhere as evidenced by membership of relevant associations, working parties etc.
- Clear and effective communicator who uses plain language and engenders the confidence of officers, members and others.
- Effective delegator who develops staff through techniques or coaching, affirmation, and constructive criticism.
- Clear thinker and capable organiser who applies best practice in all areas.
- Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010.
- Candidates should indicate an acceptable of and commitment to the principles underlying the Council's Equal Rights policies and practices.

Dimensions of role (direct/ indirect as applicable) eg total number of staff managed/ total budget/ total scope of role

- Directly responsible for the operational management of West Yorkshire Pension Fund's legal advice.
- Formal supervision will normally be limited to overall guidance and direction from the Director of Legal and Governance. The seniority of the post is such that the postholder is required to demonstrate initiative, high levels of political awareness, professional and managerial competence in carrying out the functions of the post.
- Once in post the post-holder will recruit to build the team further in future as required.
- Wide ranging and extensive authority to act on matters of professional judgement and for the management and operation of the section with guidance from the WYPF Managing Director, Strategic Investment Adviser and Assistant Director – Pensions Administration. Will notify the Managing Director about matters of a significant or sensitive nature.
- Expected budget of c£250,000 - £500,000 p.a. including external legal costs as appropriate.

RESPONSIBILITY FOR ASSETS, MATERIALS ETC.:

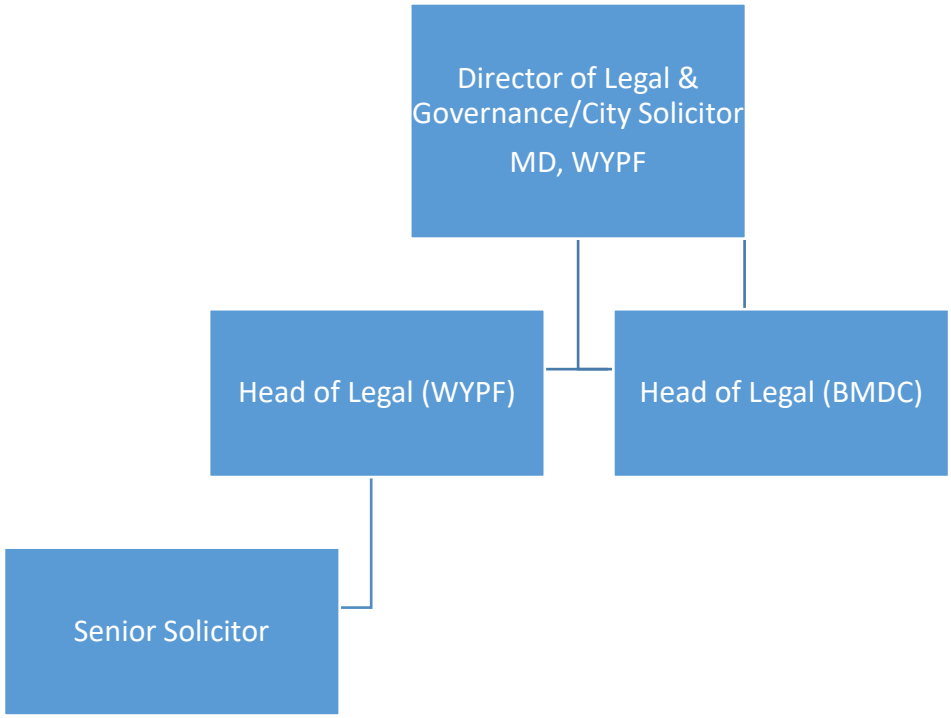
- Highly confidential client and practice files and information.

- Sensitive computer data.

CONTACTS:

Internal: Members of Council
Senior management
Heads of Service

External: Legal Departments of Investment Managers, partners
Senior civil servants
Chief officers in local government
Solicitors and barristers
Court and tribunal staff
Members of the public

Structure Chart (role of direct reports)	
	

Key benchmarked competencies, traits and motives required to successfully deliver the role (not required for JE. Informs recruitment, succession planning, development and performance management	