

Job Specification

Job Title: Senior Legal Counsel

Reports to: General Counsel

Purpose of the jobs: To support the General Counsel by designing, embedding and monitoring robust legal frameworks across the organisation.

Areas of Responsibility:

1. To identify and mitigate legal risk and provide high quality, expert legal advice and support to TPT.
2. To support the General Counsel in managing and developing the legal support function.
3. To draft and approve legal documentation that minimises risks and maximises legal rights related to the operation of TPT's business.
4. To support TPT colleagues in providing services to our pension schemes, including advising on scheme design changes, disputes and other commercial documents where appropriate to minimise reliance on external legal specialists.
5. Establish, maintain and develop embedded legal management practices throughout TPT to enable TPT to meet its strategic goals. Provide legal counsel, technical support and second line compliance assurance. Work collaboratively to enable TPT to meet its many obligations in a manner which is efficient, technically accurate, legal and regulatory compliant, whilst at all times maintaining TPT values.
6. To develop and deliver legal training to the business and to promote sound practices compliant with relevant legislation in order to improve the effectiveness of TPT, including drafting policies and procedures.
7. To establish, manage and develop working relationships with external legal advisors in order to achieve the highest standards in resolving legal issues.

8. To advise on the impact of legal and regulatory changes.
9. To advise the business on a range of legal and governance issues relating to occupational pension schemes and other matters as required.
10. To develop and take ownership of TPTs vision, Business Plan and values, and to be totally committed to these.
11. To perform all duties in line with TPT's Information Security policy.
12. To comply with the Data Protection Policy when dealing with personal data in the course of employment including personal data relating to any employee, customer, client, supplier or agent of the Company.
13. To act as an ambassador of TPT at all times.

Performance & Engagement Factors	Essential	Desirable
Job & Technical Factors	<ul style="list-style-type: none"> • Qualified solicitor with at least 3 years' post qualification experience • Experience of advising on and drafting defined benefit pension scheme documentation • Experience of dispute-resolution • Experience of pension investments and defined contribution pension schemes • Commercial acumen and an understanding of the legal and regulatory environment 	<ul style="list-style-type: none"> • Experience of advising on commercial contracts and data protection
Engaged Behaviour	<ul style="list-style-type: none"> • Strong communication, organisation and presentation skills. • Enthusiastic about the role and the TPT. • Good team player, able to work with and support the team. • Able to work with and support persons from other teams at all levels. • Well motivated and willing to accept new challenges. • Willing to accept change as it arises in a positive way. 	
Values	<p>Acts in line with our values:</p> <ul style="list-style-type: none"> • Innovative • Inclusive • Integrity • Customer focused • Cost effective • Committed 	
Systems and Processes	<ul style="list-style-type: none"> • Experience of using Microsoft Office systems – word, excel, outlook etc 	

Customer Care	<ul style="list-style-type: none"> • Shows understanding of needs of internal and external customers. • Demonstrates effective stakeholder management • Helpful and supportive approach • Good written and verbal communication skills. 	
Performance Factors	<ul style="list-style-type: none"> • Able to plan and control own workloads and prioritise accordingly. • Ability to meet deadlines set. • High level of output and accuracy. • Able to identify change and instigate where required. • Able to deal with issues as they arise. • Able to work under pressure. 	