

Legal Advisor

Location: Canary Wharf, London

Reports to: Senior Legal Advisor

Grade: C

Job purpose

To work as part of the GPhC's in-house corporate legal team, providing high quality and timely written and verbal legal advice across all areas of the business (except for fitness to practise and human resources). This includes (but is not limited to) advising on the exercise of the GPhC's powers, functions and duties under its governing legislation and other laws affecting the GPhC, as well as advising on wider regulatory, commercial, governance and public law matters.

Advice may also be required on a range of other issues such as contract and procurement law as well as assisting with Data Protection/Freedom of Information compliance, where required.

The Legal Advisor is responsible for advising colleagues so that they may deliver their policy objectives having effectively managed legal risk. Proactively considering regulatory and public law issues, the Legal Advisor will contribute to project teams and deal with ad hoc requests for advice.

Responsibilities also include statutory interpretation, the drafting of instructions to Counsel and assisting the Senior Legal Advisor in relation to litigation involving regulatory and public law risks.

Main accountabilities

- To work with the Senior Legal Advisor and Paralegal, as well as other colleagues across the GPhC, to advise on the exercise of the GPhC's powers, functions and duties under its governing legislation (including pharmacy-related Orders, and procedural rules made under those Orders) and other legislation affecting the GPhC.
- To identify and advise on the legal effects and risks of policy proposals or other business strategy or operational matters.
- To support the Senior Legal Advisor with the regulatory reform agenda, including the development of secondary legislation and making sure our rules accurately reflect the GPhC's policy intent and aims.
- To assist and support the Senior Legal Advisor with the management of litigation on behalf of the GPhC. This includes assisting with litigation such as judicial reviews.

- To support the Senior Legal Advisor with the recovery of legal costs in line with relevant policies.
- At the request of the Senior Legal Advisor, to instruct external legal advisors including Counsel as required in accordance with the GPhC's legal advice policies.
- To support the Senior Legal Advisor with the development and application of best practice in corporate legal matters, which includes identifying and maintaining the necessary controls and records (including case files and financial records) and ensuring that corporate legal policies and procedures are kept up to date and fit for purpose.
- To lead on legal horizon scanning, to identify, share learning and report on any issues in the external landscape that might impact on the GPhC, and to make recommendations as appropriate.
- To provide training and education to the organisation on relevant legal responsibilities in order to improve organisational legal competence and understanding.
- To assist with responses to media queries and in formulation of evidence for submission to inquiries, Select Committees and other formal tribunals.
- To support the team with any other duties as may be required, for example in supporting our Strategy for Change: Delivering equality, improving diversity and fostering inclusion.

| Knowledge and skills for this job | Essential | Desirable |
|---|-------------------------------------|--------------------------|
| Eligible applicants must be either a Solicitor or Barrister qualified in England and Wales with a current practising certificate and up to 3 years post qualification experience, or a legal professional currently undertaking professional education and training and expected to qualify as a Solicitor or Barrister in England and Wales by December 2023 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| A collaborative, inclusive and proactive approach to work, with a focus on high standards and continuous learning and improvement | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Demonstrable experience of providing legal advice in-house in a regulatory or public body setting | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Experience of statutory interpretation and applying public law principles and best regulatory practice | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Experience of driving intellectually complex issues to a sensible and practical solution | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Excellent and professional communication skills, both written and verbal | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Excellent drafting skills, able to provide practical and succinct advice for different audiences (experience of drafting statutory instruments is desirable) | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Ability to work with minimal supervision, under pressure on own initiative and able to prioritise workload (able to deputise for the Senior Legal Advisor) | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Confidence, sound judgement, diplomatic and collaborative in approach | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Strong analytical skills and experience of analysing complex issues, ability to recommend different approaches and identify associated risks and benefits | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

| Knowledge and skills for this job | Essential | Desirable |
|---|-------------------------------------|-------------------------------------|
| Able to see the bigger picture and consider advice in the context of wider organisational approach or strategy | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Highly developed interpersonal skills to build and maintain complex, sensitive, and influential relationships across a wide group of stakeholders | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Proactive and organised, being prepared to come forward with ideas and solutions | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Experience in training and communicating legal requirements to different levels of audiences | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

The knowledge and skills required for this role may change according to the needs of the GPhC and you will be required to perform any other reasonable duties as may be assigned from time to time.