

<b>Job title</b>	<b>Lawyer</b>		
<b>Job family</b>	<b>Legal</b>	<b>Proposed Band</b>	<b>D</b>

**Job purpose**

Provides legal and regulatory advice across the BBC in freedom of information law. The role will report to the Head of Information Rights, and form part of the Workplace and Information Rights team within the Legal Division, which forms part of the Deputy Director General’s Group.

The post holder will work closely with other BBC legal teams and FOI representatives across the BBC. Liaison with regulators and other external bodies will be required.

**Key responsibilities and accountabilities**

- Provides accurate, timely, practical and commercially focused legal advice to clients.
- Works unsupervised and conducts a general caseload, referring upwards as required.
- Drafts, negotiates, and reviews legal documentation.
- Undertakes policy and advocacy work, including preparing and coordinating submissions on areas of law or policy that affect the BBC.
- Supports dispute resolution processes and strategies.
- Maintains a comprehensive knowledge of recent legal and policy developments in information law, and ensures that clients are aware of implications.
- Advises on compliance with BBC policies and procedures and relevant legislation and regulation, including the Freedom of Information Act 2000 and Data Protection Act 1998.
- Supports training and knowledge management activities.
- Works collaboratively with colleagues in the team and across the BBC.

*Although the post holder maybe assigned to a particular functional area or business unit, the work undertaken may be at times of a wider legal nature.*

**Knowledge, skills, training and experience**

**Essential**

- Fully qualified lawyer or legal executive with experience within information law gained within a leading law firm and/or specialist team and/or organisation.
- Commercially aware with an understanding of the issues affecting the BBC and media industry generally.
- Excellent communication skills with the ability to clarify complex issues and concepts for non-lawyers.
- Ability to work supportively as a team member and to build and manage relationships at all levels.
- Ability to analyse and problem solve under pressure, delivering proactive, expert, timely and authoritative legal advice and support to stakeholders.
- Shows initiative, commitment and flexibility when faced with obstacles.
- Motivated to learn and open to constructive feedback.
- Computer literate with skills across a range of IT packages.

**Desirable**

- Previous experience in the Media industry.
- Previous experience in-house.

<b>Job impact</b>
Financial: No budgetary responsibility.
Reports: No direct or indirect reports.
Scope – the role will involve advising at all levels of the BBC

<b>Competencies</b>
<i>The following competencies (behaviours and characteristics) have been identified as key to success in the job. Successful candidates are expected to demonstrate these competencies.</i>
<b>Planning and organising</b> - able to think ahead in order to establish an efficient and appropriate course of action for self and others. Prioritises and plans activities taking into account all the relevant issues and factors such as deadlines.
<b>Communication</b> - able to get one’s message understood clearly by adopting a range of styles, tools and techniques appropriate to the audience and the nature of the information.
<b>Influencing and persuading</b> - able to present sound and well reasoned arguments to convince others. Can draw from a range of strategies to persuade people in a way that results in agreement or behaviour change.
<b>Managing relationships and team working</b> - able to build and maintain effective working relationships with a range of people. Works co-operatively with others to be part of a team.
<b>Analytical thinking</b> - Able to simplify complex problems, process or projects into component parts explore and evaluate them systematically. Has a keen eye for detail, can spot errors and mistakes at an early stage.

<b>Other information</b>	
<b>For Reward team use only</b>	
Job Code	
Definition:	Content / Content Support / Support

*This job description is a written statement of the essential characteristics of the job, with its principal accountabilities, incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved.*

<b>Approval</b>	
<b>Manager</b>	Name and job title
<b>HR Business Partner</b>	Name
<b>Date</b>	