

JOB DESCRIPTION

Job Title:	Legal Director
Grade:	11
Accountable to:	General Secretary
Accountable for:	National Legal Department & Staff
Place of Work:	National Office
Hours:	Unspecified

Principal Responsibilities

1. Provide advice and develop strategy in relation to legal or political work as directed by General Secretary or SMT
2. Member of SMT
3. Develop and co-ordinate strategy for national campaigns
4. Provide advice and support to Legal Department in relation to all legal provision of services to members
5. Direct and co-ordinate all national legal actions run by GMB, managing costs and strategic decisions regarding adverse cost risk, selection of external solicitors and litigation strategy.
6. Provide advice and support to Political Department as required
7. Provide strategic support and assistance to Press Office as needed
8. GMB Managing Director for UnionLine, with overall management responsibility for all aspects of GMB's law firm supplying services to almost 1m members and their families with a current turnover of £36m.

Specific Tasks and Duties

1. Regular consultation with GS, SMT, national officers, to keep advised of relevant issues related to legal actions involving GMB.
2. Ensure GMB aware at all levels for changes in the law which affect the business of the GMB

3. Develop and lead high profile national legal initiatives such as cutting edge litigation, recruitment of members claims and co-ordinating and developing a political and media strategy to support the claims. i.e Uber, Hermes, Blacklisting, equal pay etc
4. Sole responsibility for the overall management of Unionline for GMB. Unionline now has a turnover of £36m. Management requires weekly visits to Sheffield, constant negotiation with panel firms in respect of performance, daily contact with members regarding services, and with the on-site managers developing services and improving delivery.
5. Responsibility for detailed financial management and analysis of performance and budget management. Overall responsibility for a staff of 70 lawyers paralegals and administration staff, media, publications and training.
6. Manage relevant legal, political and press to develop campaigns, of national importance to GMB as requested by national officers and regional Secretaries.
7. Maintain and develop good working relationships with MP's, journalists and Union colleagues to assist in the identification and delivery of campaigns
8. Draft and develop national briefings as required. Liaise with regional offices to ensure effective legal services rolled out.
9. Regular meeting with members to strategise new developments in law, legal cases and the delivery of services to members.
10. Work with National Legal Officer to assist and advise as needed. Oversee the national function.
11. Work with National HR Department to assist and advise as needed. Oversee best practice of the function.
12. Give legal advice and assistance to GS and SMT at all times.
13. Organise and advise on campaign strategy and co-ordination of national campaigns.

14. Liaise with European office to co-ordinate their campaigns at national level, and supply research and assistance as required. Briefing European office on National campaigns to facilitate further work supporting GMB campaigns at European Level.
15. Assist in the writing of press, political and legal communications for Press Office, National political department, national officers, legal department and GS's Office.
16. Provide media briefings as requested by the Press Office. Maintain constant contact with journalists and media, to ensure well-developed relationships. Constantly available to talk to journalists and provide quotes to ensure GMB remains in media spotlight on relevant issues.
17. Maintain good relationships with external lawyers, politicians and regulators in order to identify key issues for GMB, and advise SMT.
18. Assisting regional legal staff in developing best and consistent practice.

Additional Duties

- Represent the General Secretary and high level government meeting as requested.
- Deliver speeches and briefings to internal and external conferences and other events
- Provide support and advice to GS and national officers at Labour Party and TUC conferences
- Advise and co-ordinate representation of GMB policy on national issues
- Researching and preparing articles for national legal and political publications as requested

Person Specification

The holder should be qualified to practice law in England and Wales, as well as having broad legal management experience. Essential to experience of devising strategy for national public policy campaigns.

He/she will have:

- Broad experience in employment and industrial relations law
- A masters degree or equivalent leadership experience in business management with particular expertise in legal services management, accounting and business strategy
- Strong leadership, legal management and corporate governance experience
- Excellent negotiating and key influencer skills
- Ability to build strong interpersonal relationships with diverse group from government ministers through Union officials and union members.
- Experience in managing relationships with press and media, and effectively representing Union position both on and off the record.
- Good organizational and IT skills
- Experience in putting together diverse and creative campaigns, which balance achieving positive industrial outcomes with other Union goals.
- Good understanding of the aims of the trade union movement and the political process.