



## Role Profile

Role Details			
<b>Role Title</b>	<b>Legal Manager</b>	<b>Section</b>	<b>Legal</b>
<b>Division</b>	<b>Legal &amp; Commercial</b>	<b>Report To</b>	<b>Divisional Director Legal &amp; Commercial</b>
<b>Grade/Salary</b>	<b>SCP52-55 (£63,975 - £70,161)</b>	<b>Date Completed</b>	<b>March 2026</b>
Company Overview			
<p>City Building provides a range of repairs and maintenance, manufacturing, construction and refurbishment activities for Glasgow City Council and Wheatley Housing Group's citizens and customers as well as other public, private and third sector organisations.</p> <p>City Building operates both the largest construction craft apprenticeship programme in Scotland, and Royal Strathclyde Blindcraft Industries (RSBi), one of the largest supported manufacturing businesses in Europe, around 200 people, more than 50% of whom have a disability.</p> <p>Our accreditations include, ISO45001, ISO 14001 and ISO 9001:2015. We are current recipients of a Queen's Award for Enterprise Promoting Opportunity and Investors in Young People Platinum award. Both these accolades recognise our focus on investing in and growing a skilled staff base.</p>			
<b><u>Our Values</u></b>			
<b>Excellence:</b> to deliver quality in everything we do.			
<b>Honesty:</b> to be open, honest and transparent with all stakeholders, promoting partnerships and sustainability.			
<b>Trust:</b> to be trusted by our employees, clients and partners.			
<b>Inclusion:</b> we are a welcoming, diverse and supportive organisation, that supports all to reach their full potential by building trust.			
<b>Community:</b> to play an important role in the communities of Glasgow we serve. Providing first class services together with jobs and training opportunities for local people.			
<b>Ambition:</b> to build a culture of excellence, through continuous improvement to deliver outstanding services for all of our customers. All whilst being an employer of choice within the city providing high quality and skilled jobs.			
<b><u>Our Vision</u></b>			
<p>Our residents, customers and partners will recognise us as delivering outstanding levels of customer focus, quality and value. We will play a key role in supporting our members to address our common priorities through our unwavering focus on resident/customer resident satisfaction, resident/customer value and resident/customer trust. In doing so we will be recognised by our residents, customers and partners as playing a significant role in making Glasgow a great place to live.</p>			

## Role Summary

The Legal manager is a key member of the Legal & Commercial Team within City Building. Reporting to the Divisional Director – Legal & Commercial, as part of a dedicated corporate legal team you will be responsible for delivering legal advice and support to City Building internal departments including health & safety, operations, procurement and commercial. The scope of the service covers a broad range of work typical of an in-house role including commercial contract drafting and negotiation, construction contracts and construction related advice, corporate/company law, dispute resolution, compliance & risk management, insolvency, procurement, insurance, data protection, property and commercial bidding. The role involves management of external advisers and the legal function.

Responsibilities include: -

- You will develop a good understanding of the business and the industry it operates to support delivery of an exceptional legal service consistent with business objectives.
- You will provide support to the Divisional Director in leading both City Building (Glasgow) LLP and its sister company on all legal, procurement, compliance and commercial matters to ensure both businesses meet their statutory and legal standards, as well as best practice.
- You will directly manage the legal function within the division.
- Strategic provision of construction and contractual legal advice, options, recommendations and solutions covering disputes and contracts (i.e. contentious and non-contentious matters)
- Provision of general commercial contracts negotiation and drafting.
- Litigation management covering commercial and criminal disputes, professional indemnity, employment, insurance, personal injury, debt recovery, liquidations/insolvency management, regulatory/criminal matters including Health & safety.
- Freedom of Information and data protection advice and support.
- Legal support to the health and safety, procurement, commercial and operational teams.
- Legal support to internal departments for external bids and tenders.
- Ensuring business adherence to governance.
- Assist in the delivery of continuous improvement initiatives, i.e. training, knowledge management, contract management and document management.
- Working closely with operational and strategic colleagues to ensure business aims and ambitions are supported from a legal perspective.
- Participate and contribute to the implementation of business change across the organisation.

A key part of this role will be working with key stakeholders to bring influence on business decisions to ensure immediate and longer-term legal implications, opportunities and risks are fully considered.

*At the date of preparation this role profile provides a comprehensive overview of the position. It is not an exhaustive list of all possible duties, and it is recognised that this role may evolve over time. Consequently, this is not a contractual document, and the post holder will be required to perform any other duties to the equivalent level that are necessary to fulfil the purpose of the job.*

<b>Role Outputs</b>	
<b>Role Output:</b>	<b>Includes the Requirement to:</b>
Developing and Implementing Organisational Strategy	<ul style="list-style-type: none"> <li>– Work collaboratively with the Executive Leadership Team and Operational Managers to achieve the objectives of the organisation.</li> </ul>
Strategy	<ul style="list-style-type: none"> <li>– Provide advice on policy, legislative and legal developments.</li> <li>– Liaise and provide legal advice on a range of matters within City Building in line with the Business strategic aims.</li> </ul>
Communication and Relationship	<ul style="list-style-type: none"> <li>– Clear and persuasive communication will be required across a range of settings, from one-to-one discussions to presentations for larger groups, such as team or operational meetings.</li> <li>– To advise and where necessary positively influence senior managers and operational teams over complex and sensitive legal issues and to ensure that the required level of support is available to them, to achieve required targets and to provide guidance on legal issues and ensure operational objectives are being met.</li> <li>– To manage the function and be responsible for the professional development of the team.</li> </ul>
Value for Money/Safeguarding Public Money	<ul style="list-style-type: none"> <li>– Assist in the delivery of legal services for City Building, acting on behalf of the Divisional Director when required.</li> <li>– Monitor legal implications/considerations to maximize opportunities to add value to the business operations.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>– To carry out work in accordance with the Health and Safety at Work Act 1974.</li> <li>– To ensure that all Health and Safety requirements are adhered.</li> <li>– Report all Incidents and Accidents at the earliest opportunity.</li> <li>– Ensure safe working at all times.</li> <li>– Ensure wellbeing is a priority.</li> </ul>
Compliance with professional, regulatory, statutory, and corporate requirements.	<ul style="list-style-type: none"> <li>– Comply with and implement all City Building Policies and Procedures.</li> <li>– Act ethically and with integrity.</li> </ul>
General	<ul style="list-style-type: none"> <li>– Attend all Training, Meetings, Reviews, and Toolbox Talks assigned to your role.</li> <li>– Complete all compulsory GOLD and Safety Media training for your role.</li> <li>– Establish, develop, and maintain effective working relationships with all work colleagues, clients, and stakeholders.</li> </ul>

### **Key Behaviours and Competencies**

**Our Legal Counsel will demonstrate the following behaviours and competencies:**

<b>Behaviours and Competencies:</b>	<b>Includes the Requirement to:</b>
Decisions and Judgement	<ul style="list-style-type: none"> <li>– The post holder is expected to work autonomously using a degree of initiative and is required to interpret policies and strategies, seeking support where required.</li> <li>– The post holder will provide advice, support, and guidance on legal matters to the Management and operational teams supporting legal frameworks and governance arrangements.</li> <li>– Analytical and judgemental skills are required to deal with complex facts or situations, which require the analysis, interpretation, and comparison of a range of options.</li> </ul>

	<ul style="list-style-type: none"> <li>- Contribute to the delivery of the legal component of a comprehensive and coherent performance management system, facilitating real performance improvement across City Building, and delivering excellence in governance.</li> <li>- Deliver professional, consistent, and appropriate legal support across City Building.</li> <li>- Is required to plan activities to ensure deliverable targets are met.</li> </ul>
Communication and Relationships	<ul style="list-style-type: none"> <li>- To ensure effective liaison and working relationships with all functions within City Building, Glasgow City Council and Wheatley Housing Group.</li> <li>- Contribute to the delivery of a robust and effective legal service with key service delivery units from partner organisations and within City Building.</li> <li>- Good communication skills, both oral and written with ability to provide legal information and advice at the appropriate level.</li> <li>- The post requires good relationship skills to enable highly complex information to be shared and a course of action to be agreed with group members/senior managers.</li> </ul>
Systems and Equipment	<ul style="list-style-type: none"> <li>- Working knowledge of MS Office packages (Word, Excel, PowerPoint and Outlook).</li> <li>- Use of a computer for analysis, interrogation, preparation of legal reports and communications/emails.</li> </ul>
Assurance and Scrutiny	<ul style="list-style-type: none"> <li>- Support the external audit of the financial statements and liaising with auditors during this process.</li> <li>- Support the annual assurance statements of the business</li> </ul>
Ongoing Training and Professional Development	<ul style="list-style-type: none"> <li>- Complete all necessary training.</li> <li>- Be open to mentorship and guidance for improvement from more experience colleagues.</li> </ul>
Trust and Confidentiality	<ul style="list-style-type: none"> <li>- You must ensure that any sensitive information is handled confidentially and responsibly.</li> <li>- Build and maintain trust with management, clients, and trade operatives by consistently handling confidential matters with professionalism and respect.</li> </ul>
Ethical and Professional Integrity	<ul style="list-style-type: none"> <li>- Able to demonstrate honesty and transparency in all professional dealings.</li> <li>- Adhering to high ethical standards, maintaining the reputation of the organisation, and ensuring the confidentiality of sensitive information.</li> </ul>

### Person Specification

#### Knowledge and Attributes:

- Knowledge of the development agenda facing City Building.
- Knowledge of tools and techniques for strategic legal support and development.
- Critical appraisal skills.
- Highly effective data interpretation.
- Good communication and inter-personal skills, including sensitivity, tact and political astuteness.
- Honesty, integrity and with high professional standards.
- Self-starter.
- Values driven.
- Team player.
- Ability to manage competing work priorities and plan resources for the delivery of outcomes within agreed timescales.
- Ability to work on own initiative.
- Record of continuous professional development (CPD).

## Requirements

*Qualifications/Licence/Certification/Experience level...*

### Essential

- Qualified solicitor holding a current Scottish Practising Certificate.
- Degree or equivalent level qualification in law.
- Knowledge of and experience of working in a legal function within a complex business environment.
- Experience of presenting ideas and proposals effectively to other people and be able to use good arguments to successfully persuade other people.
- Membership of professional body.
- Evidence of continuing, relevant, professional, and personal development.
- Ability to interpret legislative requirements and apply technical issues.
- Ability to understand and utilise large volumes of complex data to support business performance.
- Experience of negotiating skills to influence and provide challenge.
- Practical experience of applying relevant legal support tools.
- Experience of collaborative working that deliver results and support decision-making.
- Experience of working in a team environment and managing less experienced members of a legal team.

### Desirable

- Evidence of knowledge and understanding of the strategic issues facing organisations such as City Building, Glasgow City Council, Wheatley Housing Group, and other respective subsidiaries.
- Experience of working within a local authority, LLP and/or an in-house environment.

### Interdependencies

- Executive Leadership Team
- Senior Officers of Wheatley Housing Group Limited, and Glasgow City Council
- Senior Leadership Team
- Divisional Managers/ Operational Teams within City Building
- External stakeholders
- Commercial and Procurement Teams

### Conditions

Your normal place of work will be 350 Darnick Street, Glasgow G21 4BA, but City Building has the discretion to place you in any establishment within their control.

Your contracted hours of work will be 35 hours per week to be worked to suit the needs of the business.

You will operate at all times within the framework of the LLP terms and conditions and with due regard to all Health and Safety and welfare legislation.