Job Description

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| **Job title** | Director Legal and Governance |
| **Team** | Legal and Governance |
| **Band** | 4 |
| **Reporting to** | General Counsel |
| **Management responsibility** | None |

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| **Purpose of the job** |
| We are looking for a senior lawyer with in-house financial services experience to join the in-house legal team at British Business Bank. In particular, we are looking for individuals with structured finance and banking experience. The job holder will provide support to the organisation by providing commercial and timely legal advice to the British Business Bank’s Product areas and Central Functions. |

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| **Main duties (but not limited to):** |
| * Provide advice on structuring and implementation of the Bank’s guarantee and structured debt products and providing the necessary in-house legal experience to contribute to the timely execution of transactions. * Instruct and manage external counsel on transactions to ensure good quality and relevant legal advice is obtained from advisors. * Provide advice on general banking law and capital markets to internal and external stakeholders. * Engage with senior stakeholders * Advise in relation to existing investment portfolio. * Advise on regulatory impact of transactions. * Advise on governance and procedural matters. * Produce Board papers and analysis when requested. |

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| **Knowledge and experience** |
| * Qualified Solicitor (England and Wales) with at least 7 years’ post qualification experience * Knowledge and experience in securitisation, synthetic structures, derivatives, financial regulation. * Public/State Aid law knowledge desirable. * Experience of working on transactions with development organisations such as the EIF will be desirable. * Use sound judgement in providing commercial and timely advice. * Ability to work in fast paced environment and prioritise competing demands. * A willingness to learn about areas of law which they may not have come across before and be able to share their knowledge with other members of the legal team and within the organisation. * Excellent written and oral communication skills. * Good interpersonal skills with the ability to build successful working relationships. * Ability to work as part of a team and advance team objectives. |

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| **Internal and external stakeholders** |
| * Senior Management Team * British Business Bank as a whole * Delivery Partners * Shareholder and Government Organisations |

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| **Management responsibility if appropriate** |
| No direct reports |

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| **Key competencies/behaviours** |
| * Has a flexible approach * Delivers the strategic objectives * Applies commercial judgement * Manages stakeholders effectively * Engages at all levels * Team player * Develops and coaches others for success and acts a mentor to junior team members |

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| **Qualifications** | |
| **Required for the role**   * Qualified Solicitor (England and Wales) with at least 7 years’ post qualification experience | **Additional / desirable** |

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| **Is this a regulated role?** |  | No |