

Job Description – General Counsel

Status:	Permanent – Full time
Location:	Leatherhead - Hybrid (2 days a week onsite)
Reporting to:	Chief Executive Officer
Department:	Governance

About Police Federation England & Wales

When you join the Police Federation of England and Wales, you will be part of a non-for-profit organisation that serves more than 140,000 rank and file police officers in the political and personal arena. You will work with experts in policing, motivated colleagues, and front-line officers to position the organisation as the undisputed voice of policing.

If you enjoy working in a challenging and complex environment, connecting with a diverse range of people, Police Federation of England & Wales is a great place to work.

Primary Function

The General Counsel role is accountable for the oversight of all legal, risk and compliance matters relating to the PFEW and its branches. This will include but not be limited to compliance, professional liability, organisational and corporate structures, confidentiality, intellectual property, internal governance and risk strategies and employment related matters. This is a critical role for the ongoing success of PFEW, ensuring we are legally compliant and identifying and addressing all risks. This role reports directly into the Chief Executive Officer.

Key Responsibilities

- **Provision of legal counsel:** General Counsel is the most senior legal position in the PFEW and will be a key advisor in all decision-making capacities, working closely with the CEO and National Board. This will involve providing and procuring specialist advice to ensure the most effective legal strategies.
- **Oversee the development of legal policies and procedures:** Identify the need for new or improved policies and procedures and then develop and implement them. Maintain an effective internal control environment to ensure that assets are safeguarded, policies and operating procedures are followed, necessary controls are effective and efficient, and proper ongoing compliance with existing laws and regulations are achieved.

- **Partner with specialist advisors:** Procure and work with external advisors, ensuring all the advice provided to the PFEW has full context and can translate into tangible solutions for the PFEW.
- **Establishing risk and compliance standards:** General Counsel should protect the PFEW by advising on statutory matters and by establishing risk and compliance standards whilst creating solutions to allow PFEW to execute the overall business strategy.
- **Provide leadership of internal governance matters:** PFEW has a complex structure of internal governance. General Counsel will provide ownership of this function and also review ways to improve these internal processes.
- **Provide leadership and direct line management:** The following functions will report into the role of General Counsel and require their leadership - Audit and Risk, Data Protection, and Governance.
- **Data Protection:** Overall responsibility of data protection and GDPR compliance within PFEW as the 'Data Protection Officer'. Ensuring that PFEW is compliant in UK GDPR and data protection laws, FOI's, policies, awareness raising, training and audits. The DPO will be the contact point for the ICO to co-operate with, including during prior consultations under Article 36, and with other data protection related matters, and will manage the Data Protection team.
- **Act as a defacto Company Secretary:** General Counsel will need to oversee duties related to this role.

Key Skills & Experience

- Extensive senior-level legal experience as a qualified solicitor or barrister, gained across the public and/or private sectors (relevant areas of legal expertise may include employment, regulatory, public, and commercial law).
- Experience of working with Boards and senior officials and making a positive impact with a range of senior stakeholders both internally and externally.
- Demonstrated ability to translate complex legal advice into business solutions. This should include both advice that has been personally developed and also from advice sought from other subject matter experts.
- Proven ability to navigate through a complex organisation with numerous constituent parts and understand the practical implications that your advice will impact.
- Extensive experience of ownership of internal governance matters.
- Proven ability to quickly build relationship and confidence in a multitude of stakeholders.
- Knowledge of the areas of police law, employment, personal injury, commercial and procurement law are desirable.

What PFEW will offer you

We offer multiple benefits to our HQ employees including: flexible working, hybrid working, competitive salary, life assurance, private healthcare, enhanced pension contribution, enhanced leave, employee assistance program, onsite free lunches and refreshments, free onsite gym, free onsite parking, 26 days holiday (increasing with length of service), mental health clinics, support for continuous professional development, employee discounts and more....

Interview Process

- Telephone Interview with Talent Acquisition Lead
 - Interview with Staff Alignment Lead and Head of HR
 - Final Interview with CEO
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*Please note that these duties and responsibilities are not exhaustive and may be changed from time to time in line with the reasonable requirements of the Police Federation and as directed by the line manager, on behalf of the Head of Department.