

Labour Party Job Description

Job title:	Executive Director – Governance and Legal
Responsible to:	General Secretary of the Labour Party
Location:	Labour Party Head Office, London
Key Purpose:	To offer strategic advice and support to the General Secretary of the Labour Party and such others as directed by the General Secretary in relation to constitutional, legal and regulatory matters, and to provide strategic leadership and management of the Party's governance and legal functions.

Specific Responsibilities:

1. To provide strategic leadership and oversight of the Labour Party's governance and legal functions.
2. To provide strategic advice to the General Secretary, and, as directed, the National Executive Committee ("the NEC"), Number 10, the Cabinet and the Parliamentary Labour Party on constitutional, legal and regulatory matters.
3. To support the General Secretary in the management of the National Executive Committee at a senior level, leading on the preparation and presentation of reports and generation of advice to the NEC on constitutional, legal and regulatory matters.
4. Lead on all operational matters relating to the Party's compliance with its regulatory functions, including but not limited to electoral and party funding law, safeguarding and data protection law.
5. Develop and maintain relationships with internal and external stakeholders at a senior level in relation to the Party's constitutional, legal and regulatory functions.

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6. To manage the Party's legal services, providing strategic direction to internal and external counsel and ensuring that timely legal advice is prepared and disseminated as necessary, and that litigation risk to the Party is effectively monitored and managed.
7. To oversee and ensure the effective delivery of the independent elements of the Party's complaints and disciplinary processes, including the Independent Review Board, Independent Complaints Board and sexual harassment investigations processes.
8. To provide effective financial management of the Labour Party's legal budget.
9. which the Labour Party can draw, where necessary.
10. To provide leadership and oversight of the programme of training delivered to relevant staff, elected representatives and members in legislative, constitutional or legal matters.
11. Where required, provide expert policy input as part of the UK Government's legislative programme relating to electoral and regulatory law.
12. To carry out any other reasonable tasks, as directed by the General Secretary.

Labour Party Person Specification

Values

- A commitment to the Labour Party's codes of conduct, mission and values, as set out in its constitutional documents.
- Commitment to the Labour Party's goals, values, policies, and codes of conduct and passion to ensure we fulfil the party's long standing commitment to equality.
- Strong personal commitment to equality, diversity and inclusion.
- Highly collaborative behaviour, able to build strong working relationships internally and externally in a complex stakeholder environment.
- Ability to work consistently to high professional standards including to accuracy, honesty, quality, and evidence.
- Commitment to a positive learning culture of feedback and continuous improvement.
- Creative and open to new ways of working including digital transformation, participatory methods and co-creation of solutions with those most affected.

Knowledge

- Extensive knowledge of the Labour Party's rules, constitutional structures and links with Government, the Parliamentary Labour Party and affiliated organisations.
- Strong working knowledge of the key legislation that affects the work of the Labour Party, including but not limited to the Political Parties, Elections and Referendums Act 2000, the Representation of the People Act 1983, Data Protection Act 2018, Equality Act 2010 and all relevant local government legislation.
- Knowledge of the work of the Labour Party and the legislative process in the UK Parliament, the Scottish Parliament and the Senedd.
- Knowledge of local government structures.

Experience

- Experience of providing strategic advice in a fast-paced and high-profile political environment.
- Experience of developing strong and effective relationships with stakeholders, including politicians, at a senior level.

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- A track record of experience working with in house counsel and /or private practice lawyers and developing legal strategies to appropriately represent and support the Labour Party.
- Experience of working constructively with regulatory and other public bodies.
- Experience of working in sensitive environments within tight deadlines whilst maintaining the integrity of the overall vision and strategy of the Labour Party.
- Proven leadership and strategic management experience of individuals in a high-profile work environment.
- Prior experience working for, or with, the Labour Party and/or national associations and organisations affiliated with, and/or closely aligned to, the Labour Party's mission and values.

Skills

- Proven capability to identify, assess risk and recommend solutions/options to problems and opportunities within a strategic political environment, demonstrating at all times significant and balanced understanding coupled with a legally robust perspective.
- Ability to manage the provision of high quality legal advice relevant to the core areas of work and ability to continually assess the Labour Party's compliance with legal, statutory and regulatory requirements.
- Ability to provide leadership and support to staff in line with the Labour Party's policies and procedures, with experience of promoting and supporting collaborative and effective team working.
- Excellent organisational, written and verbal communications skills.
- Excellent interpersonal skills with the ability to build rapport quickly and a track record of working collaboratively with stakeholders (both internal and external to the Labour Party) at all levels of the organisation and across differing political opinion.
- Ability to explain complex legal concepts and arguments to a wide range of lay audiences.