

JOB PROFILE

JOB INFORMATION

Job Title	Legal Director	Department	Legal
Job Family	Risk & Compliance	Function	Risk & Compliance
Grade	B	SMCR Role	Certified
Location	Merseyside / Tameside / Bradford	No. of Direct Reports	TBC

JOB PURPOSE

* The Legal Director role is a Certified Person role that will require Northern Pool to request relevant regulatory references from the previous employer - *delete if not applicable*.

The Legal Director is responsible for providing legal advice and support across Northern Pool (the “Pool”), ensuring compliance with applicable laws and the Pool’s governance frameworks and policies. The role oversees the provision of legal services to the Pool, including regulatory legal guidance and compliance, investment agreements and transactions, contracts, disputes, and the management of external legal advisers.

This role reports into the Chief Risk Officer.

Key Responsibilities	Legal Advisory and Transactions • Provide legal advice and support on the Pool’s investment activities, including fund structuring, manager appointments, co-investments and alternative asset transactions. • Draft, review and negotiate investment management agreements, side letters, subscription documents and related legal documentation. • Advise on legal aspects of investment due diligence and support the investment team in evaluating legal risks. • Advise on legal aspects of the Pool’s investment transactions including coordination with external counsel. • Coordinate with external counsel to ensure legal risks and documentation standards are managed.
	Contracts and Procurement • Advise on corporate, commercial, regulatory and outsourcing matters and support contract negotiations. • Oversee the drafting, review and negotiation of the Pool’s commercial contracts, service agreements and procurement documentation. • Establish and maintain standard contract templates and a contract management framework. • Advise on contractual risks, liability and dispute resolution provisions. • Ensure procurement activities comply with public sector procurement regulations where applicable.
	Dispute Resolution and Litigation Management

	• Manage and oversee any disputes, claims or litigation involving the Pool. • Instruct and manage external litigation counsel where necessary. • Advise on dispute avoidance strategies and pre-action protocols. • Report to the Board on material disputes and manage legal risk exposure. Responsible Investment and ESG Integration • Provide legal advice on ESG-related regulatory requirements, reporting obligations and responsible investment frameworks. • Support the Pool's climate-related financial risk management and disclosure requirements from a legal perspective. • Collaborate with the Head of Responsible Investment and Stewardship on legal aspects of stewardship activities. Risk Management and Compliance • Ensure legal activities adhere to regulatory, statutory and policy requirements; coordinate with the Compliance function on rule changes and disclosures. • Ensure robust legal risk management practices are embedded across the Pool's activities. • Maintain the Pool's legal risk register and ensure timely identification, assessment and mitigation of legal risks. • Work closely with the Risk and Compliance functions to ensure adherence to regulatory requirements and obligations. • Encourage prompt escalation and remediation of legal issues across the organisation. Stakeholder and External Relations • Represent the Pool's legal function with its partner funds, local authorities, regulators, auditors and external legal advisers. • Lead transparent communications on legal matters with relevant stakeholders. • Build and maintain strong relationships with external law firms, counsel panels and legal industry bodies. • Manage the Pool's panel of external legal advisers, including appointments, fee arrangements and performance. People Management Responsibilities • Lead, develop and mentor the in-house legal team, ensuring all team members have the necessary skills, resources and tools to deliver results. • Define objectives and performance indicators for the legal team. • Foster a culture of excellence, commercial awareness and continuous improvement within the team. • Oversee recruitment, induction and ongoing development of legal staff. • Manage the allocation of work between the in-house team and external advisers.
Functional accountabilities	• Responsible for the day-to-day leadership of the legal function. • Ensure the Pool operates within its legal and regulatory framework at all times. • Provide independent and specialist legal advice, expertise and challenge to support the Board and Committees. • Support engagement with the Pool's partner funds on legal matters. • Oversee the management of external legal advisers and associated expenditure.

KEY INTERACTIONS

Internal	External
- Chief Executive Officer - Chief Risk Officer - Risk and Compliance - Board of Directors and committees - Executive Committee Company Secretary	- Partner funds and their committees - Regulators - External auditors - External law firms and counsel - Key industry partners