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# Bid Pack for the Provision of an Executive Search Service for a Director of Legal Operations

Attachment 3

Statement of Requirements

Contract Reference: GLD023 2024

## Overview of Requirement

The Government Legal Department (GLD) wishes to recruit to the post of an SCS PB2 **Legal Operations Director** within the Government Legal Department and is looking to retain an executive search service to identify an exceptional candidate.

The Government Legal Department (GLD) was established in 2015, drawing together the legal operations and activities of the majority of central Government Departments into a single department. Since then, the department has grown from 1,900 lawyers and corporate support personnel to over 3,000. Through GLD, the Treasury Solicitor (the Permanent Secretary) also provides functional leadership of the wider Government Legal Profession.

GLD currently has four Director General (DG) level appointments including the DG Chief Operating Officer Group (COO Group) which this role will report into. The COO Group is pivotal for GLD to achieve the next stage in its ambition to deliver legal excellence across Government at greater value and efficiency to the Departments and Ministers it supports. The Group comprises GLD's Legal Operations Directorate and our Corporate Service Functions.

The post holder will lead and ensure effective operation of the Legal Operations Directorate in delivering the GLD 24-27 Strategy, through building significantly enhanced and improved capabilities to support the successful operation of the Department. They will ensure the Legal Operations Directorate meets the needs of GLD in terms of timely, proportionate and value for money legal support services. The role will lead the Legal Community Function; the Legal Excellence Function; the Legal Delivery Function; and the Bona Vacantia Function.

The post holder will be expected to lead through others for day-to-day delivery, but provide personal input on more strategic, novel or contentious issues across the broad portfolio. They will possess the ability to command the confidence of senior politicians and officials, including government legal seniors, demonstrating leadership of peers, and credibility with the judiciary. We are seeking someone with legal expertise and qualification (a Solicitor, Barrister or Chartered Legal Executive qualified in England and Wales), great leadership experience, proficient in budget management and good understanding of external assurance through auditors. They will have significant leadership in the external relations space with reputational management contribution to the legal industry and various bodies (e.g. Bar Council) and in enhancing knowledge and innovation capabilities in GLD.

The Legal Operations Director will support the DG COO in implementing a new strand of legal delivery capability, providing enhanced fusion between the delivery of legal capability and the provision of legal operational services. This includes the increased use of technology and autonomous systems to increase productivity, improve legal knowledge sharing and increase the pace of response to requests for legal advice.

The legal capability transformation sits alongside the corporate services change portfolio, which includes Cloud migration, a planned move to onto the Matrix shared services platform, the cultural and operational change from being a London-centric organisation to a national one, implementation of capability based pay for our delegated lawyers, as well as an overhaul of the way in which we charge our client departments for our services. In short, there is significant transformation across all corporate areas alongside a new strategy. The DG COO role will be critical to leading that transformation, providing stewardship and ensure join up to provide a GLD which is fit for the future.

The salary offered for this role is circa [REDACTED]