


<div><div>COVENTRY Building Society</div><div></div></div>					<div>ROLE PROFILE</div> <div>Senior Specialist - Legal Controls (JC_0922)</div>			
Reports to:		Head of Legal Operations and Data Protection Office, General Counsel function						
Grade:		Senior Professional / Technical			Job Family:		Risk Management	
Leadership Responsibility:		Direct Reports	N/A	Indirect Reports	0	Regulatory Information:		Not Applicable
Location:		Hybrid		Working hours:		35		
ABOUT THE ROLE								
<p>This is a key role in the General Counsel Function at the Society, reporting to the Head of Legal Operations & Data Protection Office, and supporting them in their capacity of the line 1 owner of legal risk taxonomy for the Society.</p> <p>The role will assess, report and manage legal risk, optimising the firm enterprise-wide risk management framework and tools, such as RCSA, key controls and risk Dashboards. You will work closely with Operational Risk Line 2 to ensure all legal risks are continually monitored and new and emerging risks identified and managed accordingly. This will also involve preparing reports for risk committees to an executive level standard.</p> <p>You will be working alongside and with the GC Function Senior Leadership team and their direct reports who lead the technical teams. These are currently operating in the area of Governance and Secretariat & Legal products and commercial.</p> <p>The role will have responsibility for overseeing the General Counsel Function's deliverables for the area worked in, ensuring these are delivered on time and any dependencies are communicated effectively.</p>								
ABOUT YOU								
<p>You are a highly organised person with the ability to work cohesively as part of a team in a busy environment and manage stakeholder expectations at all levels.</p> <p>You will demonstrate significant alignment to the Society's values, and actively contribute to the broader General Counsel function, proactively supporting the Society ambitions for community support and colleague well-being.</p> <p>Ideally you will be:</p> <ul style="list-style-type: none">• A risk professional with previous experience of designing, implementing, rolling out and training on risk topics, together with knowledge of defining KRI / KPI and tolerances. Working with other business areas to control and report on the Line 1 risk across the Society.• Have experience of working within a Compliance, Risk or Legal Function of a Financial Services Institution• Proven experience of BAU continuous improvement activities and Project Management methodology• Self-starter able to manage your own workload, proactive engagement of stakeholders and collaborative working style with peers• You will be able to work with a wide range of business areas across the Society, and effectively manage stakeholders at differing levels of seniority and actively collaborate to achieve the end goal• Knowledge of legal tech solutions and other departments a General Counsel Function engages with• Excellent communication skills, including power point								
REQUIREMENTS:								
<ul style="list-style-type: none">• You will have professional skills, knowledge and experience in your specialist area. You have a strong interest in risk, compliance and law topics and will have relevant legal experience and/or qualifications.• You will have a desire to learn and to assist on a range of matters across the GC function, with excellent communication skills, to produce Society-wide guidance and executive level reports, together with research and administrative skills and a particular attention to detail.• You will have a growth mindset, able to adapt to new challenges and champion a continuous improvement culture, learning and evolving the legal risk topic for the benefit of the Society								

YOUR KEY RESPONSIBILITIES (Additional detailed performance objectives will be set by your manager)	
General Profile	<p>You will:</p> <p><u>Reporting and Line 1 Risk ownership</u></p> <ul style="list-style-type: none"> • Produce monthly risk reports via the risk Dashboards, and ensure risk reduction plans are in place where required, and these are produced to a committee/executive standard • Execute the testing of risks and key controls within the GC function RCSA, and support other functions with knowledge and guidance in their execution/testing of legal risk controls relevant to their business area RCSA • Implementation of Legal Risk within the RCSA of other functions across the Society, and help embed the control testing, to uniform standards across the firm • Update and maintain the Legal Risk Policy, and build a training and communication plan to champion legal risk across the Society, utilising SME's in the GC function where required • Complete the Risk Maturity assessment for Legal Risk across the Society in line with Operational Risk timetable • Represent the Head of Legal Operations and Data Protection Office as first line owner of legal risk within the Operational Risk arena • Specifically for Integration of the Society and the Bank, actively support the Integration legal risk topic by working with the Head of Legal Operations & Data Protection Office and key colleagues Bank side, in developing a combined Group Board Risk Appetite, with appropriate appetite measures, triggers and limits • With acquisition related legal topics, such as Escrow and IGSA, work in partnership with SMEs within the GC function to maintain relevant policies and provide oversight of any emerging legal risk <p><u>Operational Resilience Framework</u></p> <ul style="list-style-type: none"> • Work in partnership with colleagues in the wider operational resilience teams to own the business impact assessment (BIA) for the GC function, to identify and understand the potential risks and vulnerabilities that could impact operations • Own the Business Continuity Plan and associated processes for the GC function, working collaboratively with BCP business partner to maintain and evolve a robust playbook to identify and have mitigants in place for any unforeseen interruptions to the day-to-day GC function's operations <p><u>Continuous Improvement / Infrastructure</u></p> <ul style="list-style-type: none"> • Support the Head of Legal Operations & Data Protection Office role in topics across the Society. For example, Third Party Contracts, Financial Crime • Own the maintenance and co-ordination of updates to the Legal Procedure Manual and template assistance in partnership with the technical SME • Build processes for Legal Horizon scanning, by working with GC function, Compliance and Risk teams in relation to conduct and prudential horizon scanning • Optimise efficiencies across Society and Bank by identifying best practice in legal risk management and incorporating into continuous improvement plans across the wider GC function <p><u>Legal Budget and Law Firm Management</u></p> <ul style="list-style-type: none"> • Work with key stakeholders in the GC function and Finance to map and streamline legal spend processes for both Society and Bank • Own the external Panel review process working in partnership with the GC function SLT across Society and Bank
People & Relationships	<p>You will:</p> <ul style="list-style-type: none"> ▪ Promote a culture of excellence across the GC function and Society and Bank ▪ Create and maintain alliances within the organisation. <ul style="list-style-type: none"> ▪ Liaise with key stakeholders on key issues and provide expert and influential advice.
Governance, Risk & Controls	<p>You will:</p> <ul style="list-style-type: none"> ▪ Support the Head of Legal Operations & Data Protection Office establish and manage a set of controls to ensure full governance across the Society

	<ul style="list-style-type: none"> Manage risks, ensure they are appropriately logged and tracked at the appropriate forums, and take appropriate action to mitigate or resolve. Manage delivery against a set of continuous improvement KPI's.
Impact, Scale & Influence	<p>You will:</p> <ul style="list-style-type: none"> Create a strong network of relationships among peers, internal partners, and stakeholders. Work towards mutually beneficial outcomes. <ul style="list-style-type: none"> Show sensitivity and understanding in resolving acute and complex conflicts.
Decision Making / Problem Solving	<p>You will:</p> <ul style="list-style-type: none"> Assess work outcomes and identify and share learnings to inform future actions. Ensure that actions of self and others are focused on achieving organisational outcomes. Work with the Head of Legal Operations & Data Protection Office, and the wider GC function team to resolve issues as they arise
Comparable Roles	Legal Analyst; Legal Risk & Transformation Manager; Senior Data Risk Manager; Senior Compliance Officer; Senior Supplier Assurance & Risk Officer; Specialist Compliance Officer