

## Job Description

**Role:** Manager (legal) – Fixed Term 1 year (Full-time or would consider 4 days a week)

**Team:** Corporate Services

**Reports to:** Corporate Services Director  
Senior Associate Director (legal) – Dotted line

---

### Job Purpose

This is a corporate role leading on corporate procurement, data protection and FOIs. In addition the role will support the CEO on the Hospitals Public Inquiry. This would inform the medium to long term business case for legal support for SFT.

### Location

Office base will be Edinburgh, although the role may involve some working at project premises across Scotland. Travel to meetings, training courses and conferences when required.

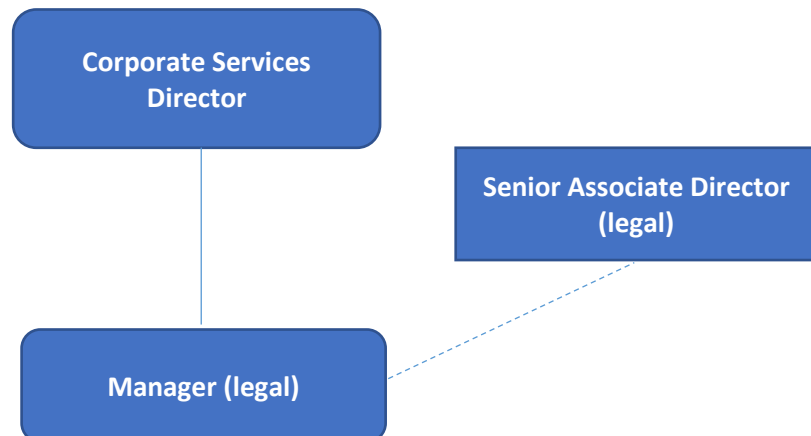
### Other dimensions

Direct reports: None

Budget responsibilities: None

### Principal Accountabilities

- Support the CEO on preparing for the Hospitals public inquiry, including:
  - Managing external legal advisors on a day-to-day basis including instructing external legal advisor to respond to Information Requests
  - Building a detailed understanding of the chronology of SFT input and links to key documents
  - Supporting witness preparation for Inquiry hearings at start of 2022
  - Dealing with various linkages between stakeholders and SFT (Scottish Government/Public Interest Directors etc)
  - Supporting review of disclosed documents
  - Agreeing budget based on forward workloads
- Lead on internal corporate procurement, supporting all SFT corporate procurements including advising on ITQs, ITTs, tender and contract notices
- Lead on Data Protection, providing advice to LT and staff on GDPR matters
- Lead on FOISA/EIRs , including collating information, preparing responses, ensuring requests are responded to in a timely basis



### Knowledge / Skills & Experience

- Solicitor with minimum 3 years post qualification experience
- Understanding of the dynamic of the public/private interface
- Ability to summarise complex issues in concise and easily understood fashion
- Highly effective written and oral communication skills and strong influencing skills
- Experience of working with a range of stakeholders
- Organisational and analytical skills. Ability to prioritise
- Experience of public law, public procurement, FOISA, EIRs and Data Protection preferred but not essential

### Competencies

- Commercial Focus
- Decision Making and Judgement
- Focus on Quality
- Working with Others
- Drive for Results