



Group Head of Legal Services

Reporting to: Chief Operational Officer

Team: Group Overhead

Location: Sidcup / London / Remote / All Offices

Group Head of Legal Services

Job Specification

Reporting to: Chief Operational Officer
Team: Group Overhead
Location: Sidcup, London, Remote, All Offices

The Group Head of Legal Services will be responsible for leading all legal activities across Frankham Group. The role will provide commercially focused and pragmatic legal advice across a broad range of matters.

Main Purpose of Job:

- Lead all legal activities across Frankham Group.
- Draft, negotiate and review a broad range of commercial contracts and consultancy appointments.
- Manage all claims and disputes.
- Be the legal lead on Professional Liability Insurance and other insurances.

Wider Purpose and Responsibilities:

- Construction and infrastructure law
- Corporate governance
- Mergers and acquisitions
- Employment and people-related matters
- Regulatory compliance
- Strategic growth initiatives

Main Responsibilities

Leadership of the Legal Function

- Establish and develop the Group's legal function in line with business growth requirements.
- Assess future legal resource requirements and make recommendations accordingly.
- Manage and coordinate all external legal advisers.
- Monitor legal spend and ensure value for money from external legal support.
- Embed best practice legal processes, systems and reporting across the Group.

Commercial Contracts and Project Delivery

- Draft, negotiate and review a broad range of commercial agreements across the Group.
- Advise on appointments, consultancy agreements, framework agreements, call-off contracts, sub-consultancy agreements and service contracts.
- Support project teams in negotiating amendments to standard forms including NEC, JCT, ACE, RIBA and bespoke contractual arrangements.
- Review tender documentation, contract terms and procurement requirements throughout bid and mobilisation stages.
- Support operational teams in managing contractual obligations and mitigating project-related legal risks.
- Lead the continual improvement of contract review and approval procedures.

Claims and Dispute Resolution

- Advise on contractual disputes, professional negligence claims and project-related issues.
- Manage adjudication, mediation, litigation and alternative dispute resolution processes.
- Coordinate external legal advisers and specialist consultants.
- Develop dispute avoidance strategies and support early resolution initiatives.
- Provide commercially focused advice regarding settlement strategies and risk exposure.

Insurance, Professional Liability and Claims

- Lead legal oversight of the Group's insurance and professional liability arrangements.
- Work closely with brokers, insurers and operational teams on risk management initiatives.
- Support annual insurance renewals and policy reviews.
- Manage professional negligence notifications and claims.
- Lead insurance-related reporting and notification obligations.
- Monitor claims trends and provide recommendations to reduce future exposure.
- Provide support and guidance on contractual risk transfer mechanisms and liability caps.

Other Responsibilities

Construction and Infrastructure Law

- Provide practical and commercially focused advice on construction and infrastructure projects.
- Advise on professional appointments, collateral warranties, novation agreements and parent company guarantees.
- Support project teams in identifying and managing commercial and contractual risks throughout project lifecycles.
- Monitor developments in legislation, case law and industry practice affecting the construction and consultancy sectors.
- Prepare guidance notes and training materials to promote best practice across the Group.

Corporate Governance and Board Support

- Advise the Board and Executive Leadership Team on corporate governance obligations and risk management matters.
- Support compliance with statutory and regulatory obligations across the Group.
- Assist in maintaining corporate records and governance frameworks.
- Support shareholder, investor and corporate restructuring matters where required.
- Ensure appropriate legal governance arrangements are embedded within Group decision-making processes.

Risk Management and Compliance

- Identify, assess and mitigate legal and contractual risks across the Group.
- Develop and maintain legal risk management frameworks.
- Support compliance with applicable statutory, regulatory and professional obligations.
- Advise on:
 - Data Protection
 - GDPR
 - Modern Slavery
 - Anti-Bribery and Corruption

- Competition Law
- Oversee and deliver legal awareness and compliance training throughout the Group.

Strategic Business Partnering

- Act as a trusted adviser to the CEO, Board and Leadership Team.
- Build strong relationships across all business units.
- Support business growth whilst balancing commercial opportunities against legal risk.
- Facilitate practical decision-making through clear, pragmatic advice.
- Promote a culture of commercial awareness, collaboration and accountability throughout the Group.

Employment and People Matters

- Support the CPO and HR team and wider Group on employment-related legal matters.
- Advise on:
 - Disciplinary matters
 - Grievances
 - Performance management
 - Settlement agreements
 - Senior executive matters
 - Employment tribunal claims
 - TUPE transfers
- Support acquisitions and organisational change programmes from an employment law perspective.
- Coordinate external employment law support where required.

Mergers, Acquisitions and Strategic Growth

- Advise on legal support relating to acquisitions, mergers, joint ventures and strategic partnerships.
- Coordinate external legal due diligence activities.
- Support business integration and restructuring projects following acquisitions.
- Manage relationships with external corporate advisers and legal specialists.
- Advise senior leadership on legal considerations arising from investment, growth and transformation initiatives.

Candidate Specification

Essential Experience

- Significant post-qualification experience gained within private practice, in-house legal functions or a combination of both.
- Strong experience advising on commercial contracts and construction-related matters.
- Experience negotiating consultancy appointments and professional services agreements.
- Experience supporting senior stakeholders and executive leadership teams.
- Experience managing competing priorities within a fast-paced commercial environment.
- Demonstrable experience balancing legal risk with commercial objectives.

Desirable Experience

- Experience within a construction consultancy, engineering business, infrastructure organisation or professional services environment.
- Experience supporting private equity-backed businesses.

- Experience supporting mergers, acquisitions and integration programmes.
- Experience advising on professional negligence claims and insurance matters.
- Familiarity with NEC, JCT, ACE and RIBA forms of contract.
- Knowledge of public procurement and framework agreements.

Knowledge and Skills

- Exceptional drafting, negotiation and communication skills.
- Strong commercial awareness and business acumen.
- Strategic thinker.
- Excellent stakeholder management skills.
- Strong analytical and problem-solving capability.
- Ability to influence and challenge constructively.
- Ability to simplify complex legal issues for non-legal audiences.
- High levels of integrity, judgement and professionalism.
- Resilient and comfortable operating within a dynamic and evolving organisation.
- Strong decision-making skills with a pragmatic approach to risk management.

Benefits & Initiatives

Frankham offer excellent benefits and initiatives, including:

- Hybrid working policy
- Annual leave - sell, buy & carry-over
- Health Insurance - Health Shield cash plan
- Long service award
- Incentive scheme
- Frankham Friday
- Professional qualification support
- Cycle-to-work scheme
- Death in service
- Annual season ticket loan
- Generous maternity & paternity pay

About Frankham Group

Frankham is a top 50 multi-disciplinary built environment consultancy. For over 40 years, we have delivered integrated Design, Surveying and Project Management, Infrastructure Engineering, and Risk Management solutions to the built environment. We combine technical expertise with a commitment to bringing ideas to life.

Following investment by LDC in March 2026, Frankham Group is entering a pivotal phase of growth and transformation. The business is evolving from a collection of highly entrepreneurial divisions into a more connected, scalable and strategically aligned organisation capable of delivering accelerated growth, operational excellence and long-term value creation.

As part of this next stage of development, we are seeking an experienced and commercially astute legal professional to establish, lead and develop the Group's legal function. The successful candidate

will provide strategic and operational legal leadership across all areas of the business, supporting commercial growth whilst ensuring legal, contractual and regulatory risks are effectively managed.

Acting as a trusted adviser to the Board, Executive Leadership Team and operational management teams, the role will play a pivotal part in protecting and enhancing the Group's interests, enabling sustainable growth and supporting key strategic initiatives including acquisitions, business integration and market expansion.