

Senior Contracts Lawyer

Department	Legal and Democratic Services
Pay Grade	CG7-9
Responsible to	Principal Property and Contracts Lawyer

Role Purpose

To assist the Head of Legal and Democratic Services in providing an efficient, effective and economic legal service to the Council in relation to all aspects of procurement and contracts.

To supervise and assist junior staff e.g. Trainee Solicitor and Legal Assistants.

Role Specific Responsibilities / Accountabilities

- To manage a varied caseload of contract and procurement matters. This will involve giving legal advice to the Council through its Members, officers and service departments in respect of the Council's functions and to engage with external professional representatives, public agencies and members of the public as appropriate.
- To draft, review, execute and serve, as appropriate, procurement documents and contracts in connection with the Council's functions including IT, construction contracts, commercial contracts, grant funding agreements and service level agreements.
- To advise on Procurement legislation, the Council's Procurement Code and Council's Standing Orders.
- To advise Council Members and client departments on current issues such as the impact of relevant legislation and codes of practice, local policies and Council practices in relation to the work areas of the post-holder.
- To draft and review committee reports, policy documents and other briefing papers for the Head of Legal and Democratic Services and other Council officers.
- When required by the role, to attend and advise at Council meetings including committees, sub-committees, panels, working groups, public meetings and to engage with members, public agencies and external professional representatives as appropriate.
- To ensure that the post-holder's performance targets contained in an appraisal or any other performance document, specification or service level agreement are met.
- To ensure that all work produced is reflective of best practice and is of a high professional and modern standard.

- To carry out all work using the Legal Services' Case Management system; to time-record, work and adopt modern working practices and make use of technologies provided by the Council.
- To ensure compliance with the Legal and Democratic Services Department's Service Plan, practice manual and quality assurance requirements.
- To foster effective working relationships within the Legal and Democratic Services Department as well as with client departments, external solicitors, counsel, public agencies and members of the public.
- To carry out such training as the Head of Legal and Democratic Services considers appropriate.
- To carry out such other duties that may reasonably be required.

Knowledge, Skills and Qualifications

Minimum knowledge, skills and qualifications required to perform this role, relevant experience may be a substitute.

Essential Criteria

- Admitted as a solicitor with current practising certificate, or a qualified barrister, or Fellow of the Chartered Institute of Legal Executives.
- Able to demonstrate extensive practising experience in the field of procurement and contract law.
- Clear, concise, accurate, modern and authoritative written, typed and oral communication skills.
- Able to represent the Council effectively and professionally both verbally and in writing.
- Cogent, logical and systematic approach.
- Able to prioritise work and respond to deadlines.
- Good time management and organisational skills.
- Able to handle own caseload and provide prompt, clear and accurate advice in specialist fields.
- Prepared to think creatively and to use initiative.
- Able and willing to work collaboratively and constructively as part of a team and also work well independently and using own initiative.
- Be flexible and adaptable.
- Prepared to learn and undertake continuing professional development (CPD).
- Be a competent IT user, able to learn and use different systems and packages particularly Microsoft Word and Outlook. Efficient use of IT is essential.
- Good customer service skills.
- Have an interest in the local government system and public service.
- Educated to both GCSE and A Level standard, or equivalent.

Desirable Criteria

- Experience of working in Local Government and knowledge of the Local Government structure and experience of dealing with Council Members.
- Experience working in other areas of Local Government Law such as property, planning licensing, environmental health, housing and/or litigation.

Appendix

Generic Employee Responsibilities / Accountabilities

- Contribute to the delivery of the corporate objectives of the Council developing good working relationships to promote the interests and reputation of the Council building a positive image of the organisation.
- Participate in a culture of learning, collaborative working and excellence to build a culture of high performance, which inspires and supports the delivery of the Council's Corporate Plan.
- Ensure that all duties are carried out in compliance with relevant statutory processes, corporate policies and the Council's constitution.
- Proactively seek opportunities to continuously improve ways of working and Council services by evaluating activities to enhance performance.
- Promote equality, diversity, inclusion, access to services and tackling discrimination both within and outside the Council to ensure there is a clear and consistent focus across the organisation and its partners in delivering an inclusive customer experience to all.
- Generally to comply with all Health and Safety policies and guidance ensuring the required mechanisms are used and to support the promotion of a culture of good health, safety and welfare, especially if nominated or appointed specifically to carry out simple checks at your place of work and log the activity.
- Follow the Council's safeguarding procedures and promote the welfare of children, young people and vulnerable adults across Council services.
- Participate in risk management in service areas and follow required reporting procedures, as appropriate, to minimise risks to people and the Council's operations.
- Follow and adhere to all Data Protection procedures and processes in accordance with relevant legislation ensuring all personal data of employees, members of the public and clients is used appropriately and retained within guidelines.
- The Returning Officer in this constituency is responsible for the election process. There is an expectation that Council employees will, as reasonably requested to do so, assist the returning officer in election processes.
- In the event of a major incident or disaster you may be required to assist in whatever capacity to provide the necessary organisation, co-ordination and supply of resources to support the local emergency services or other services within the council and relevant partner organisations.

Generic Employee Behaviours

Our behaviours framework links to our values and identifies the core knowledge, skills, behaviours and attitudes we require from our people to deliver services.

Customer Focus

- Deliver a high standard of customer services
- Develop effective customer relationships
- Improve customer service to meet local needs and aspirations

Achieving Excellence

- Strive to be excellent
- Deliver increasing efficiency / effectiveness
- Use taxpayers' money wisely to deliver the highest quality services to the satisfaction of our customers

Our People

- Work collaboratively together as one team
- Invest in own performance and career and support colleagues
- Work creatively and responsibly