

## **Legal Services**

### **Contracts & Procurement Lawyer Job Description and Person Specification**

**April 2025**

## Job Description

<b>Job Title:</b>	Contracts & Procurement Lawyer
<b>Department:</b>	Assurance
<b>Function:</b>	Legal Services
<b>Team:</b>	Contracts and Procurement
<b>Post number:</b>	LS0041
<b>Grade:</b>	LBR13
<b>Hours/weeks:</b> <i>36 hours/52.14 weeks</i>	36 Hours/52.14 weeks
<b>Base location:</b>	Town Hall
<b>Reports to:</b> <i>Job title</i>	Senior Lawyer (Contracts & Procurement)
<b>Responsible for:</b> <i>Job titles of direct reports</i>	No line management responsibilities.
<b>Role purpose and role dimensions:</b> <i>Overview of the job</i>	<ol style="list-style-type: none"> <li>1. To provide a comprehensive and professional legal service in all aspects of contracts and public procurement matters.</li> <li>2. To serve as a key source of expertise and knowledge in contracts and public procurement.</li> <li>3. To provide legal advice and assistance at meetings of relevant committees.</li> <li>4. To be responsible to the Principal Lawyer for the conduct of legal work in respect of contracts and public procurement matters allocated in the team and the provision of legal advice and support to Officers and their staff on such matters.</li> <li>5. To carry out any legal work that the Chief Legal Officer or the Principal Lawyer may from time to time determine the post holder should deal with, including providing advice on corporate legal issues and governance, etc.</li> </ol>
<b>Key external contacts:</b> <i>Organisations</i>	Court Staff Barristers Witnesses Members of Parliament Government Joint Venture Partners
<b>Key internal contacts:</b> <i>Job titles or groups of staff</i>	Directors Heads of Service Managers Departmental Clients and other specialist departments Members Other solicitors within the team
<b>Financial dimensions:</b> <i>Budgetary responsibility &amp; amount. Equipment, cash, property etc. for which employee is responsible.</i>	Advising the client, identifying risk and ensuring that the Council's financial processes are adhered to in respect of any money coming to or being paid by the Council.

<b>Key areas for decision making:</b>	Adhering to and complying with relevant professional body and any Council set processes at any stage other than where the client or the Council makes a decision in relation to a case.
<b>Other considerations:</b> <i>E.g. working patterns</i>	

<b>Key accountabilities and result areas:</b>	<b>Key elements:</b>
<b>Advising on Legal Issues:</b>	<p><b>Purpose of Job:</b></p> <p>To be responsible to the Principal Lawyer for the conduct of legal work in respect of contract and procurement matters allocated in the team and the provision of legal advice and support to Departmental Managers/ Officers and their staff on such matters.</p> <p>To prepare, draft and finalise contracts, advising on procurement issues and the application of the Council's Standing Orders and similar.</p> <p>To advise Client Departments on the construction of reports from a legal perspective, advising on powers and legal requirements.</p> <p>To represent Legal Services when called upon to do so at working parties and groups, inter departmental meetings and meetings with outside bodies, dealing with issues connected with the functions of the post and arising therefrom, recommending changes in Council policy and practice.</p> <p>To gather, appraise and disseminate information on proposed and new legislation and case law developments in respect of contracts and procurement; and reporting on the practical effect of changes in the law as from time-to-time deemed necessary to the team and/or Client Departments.</p> <p>To produce practice notices, manuals and checklists to assist in the training of new recruits and/or trainee solicitors assigned to the Team in order to achieve efficiency and consistency of approach in discharging the functions of the service.</p>
<b>Conduct of Cases:</b>	<p><b>This will involve:</b></p> <p>Conducting a full range of contract and procurement.</p>
<b>Supervision:</b>	<p><b>This will involve:</b></p> <p>You may also be required to supervise junior members of staff with their workload where required.</p>
<b>Update and review</b>	<p><b>This will involve:</b> assisting in the revision of forms of contract, review clauses and preparation of other agreements, policies, protocols, precedents and practice notes to serve as masters for use within the Council.</p>
<b>Servicing Appropriate Committees:</b>	<p><b>This will involve:</b></p> <ul style="list-style-type: none"> <li>▪ Preparing reports for the Council's Cabinet and Committees and associated working groups. To attend appropriate Committees.</li> <li>▪ Keeping abreast of changes in the law and developments and preparing briefing notes as and when required.</li> <li>▪ To represent and act on behalf of the Council where directed by the Principal Lawyer of Legal Services.</li> </ul>
<b>Management of the Team:</b>	<p>This role has no management responsibilities, but the post holder may be required to provide guidance and supervision to junior members of staff.</p>

<b>Professional Development</b>	<b>This will involve:</b> keeping abreast of changes in the law and developments affecting the team's functions and to ensure that working arrangements, procedures and practices take account of such matters.
<b>Flexibility</b>	<b>This will involve:</b> <ul style="list-style-type: none"><li>▪ Undertaking such other similar and relevant duties as may from time to time be assigned to the post.</li><li>▪ The above-mentioned duties are neither exclusive nor exhaustive. From time to time you may be required to undertake responsibilities outside the normal remit of your Job Description as required by the line manager, and are broadly within grading level and competence.</li></ul>

## Person Specification

<b>Job Title:</b>	Contracts and Procurement Lawyer		
<i>Method of candidate assessment: A = Application form I = Interview T = Test. Weighting: 3 = Essential, 2 = Desirable</i>		<b>A - I - T</b>	<b>Weighting</b>
<b>Minimum education/ qualifications:</b>	Solicitor, Barrister, FILEX or similar qualification	A	3
<b>Minimum experience/ knowledge/ skills:</b>	Substantial experience of contracts and procurement, preferably in a local government context, in a relevant discipline	A I	3
	Experience in serving Committees in a Local Authority or similar organisation.	A I	3
	Excellent knowledge of the law and practice of contracts and procurement.	A I	3
	Conduct of a case load within their area of expertise without supervision and works independently.	A I	3
	Excellent written and verbal communication skills	A I	3
<b>Minimum behaviours:</b> Customer service	Makes and sustains good client relationships	A I	3
Communicating and influencing others	Communicates effectively both in writing and verbally with clients and others in any given role delivery situation.	A I	3
Working together	Works as part of a team, offering supervision and support to junior staff members where appropriate.	A I	3
Analysis and judgement	Analyses complex legal issues, identifies risks to the Council and advises on minimising risk.	A I	3
Driving improvement	Assists in the implementation, development, operation and maintenance of service level agreements.	A I	3
Adaptability	Flexible approach to tasks, works well under pressure and acquires new skills	A I	3
Equal Opportunities	Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post	AI	3
<b>Special conditions:</b>	This post is politically restricted		