

Legal Services

Senior Contracts and Procurement Lawyer Job Description and Person Specification

August 2023

Job Description

Job Title:	Senior Contracts and Procurement Lawyer
Department:	Assurance
Function:	Legal Services
Team:	Contract and Procurement
Post number:	S001676
Grade:	LBR 16
Hours/weeks: <i>E.g. 36 hours/52.14 weeks</i>	36 hours per week over 5 days/52.14 weeks
Base location:	Town Hall
Reports to: <i>Job title</i>	Chief Legal Officer
Responsible for: <i>Job titles of direct reports</i>	The post holder will be required to assist with the supervision of the Contract Lawyer and any other junior members of staff.

<p>Role purpose and role dimensions: <i>Overview of the job</i></p>	<ol style="list-style-type: none"> 1. To be a senior source of expertise in respect of the law relating to all matters of public procurement and contracts for goods and services and works to local authorities under UK legislation and case law. 2. To have conduct of complex contract and procurement matters and advise at all levels of the Council on such matters as well as draft, negotiate and bring the necessary legal documentation into effect. 3. To provide strategic and operational advice on contract and procurement matters concerned with the delivery of joint services of public sector partners and bodies including the local authority. 4. To provide strategic and operational advice on the creation and maintenance of all relevant policies and documents required to be maintained by the Local Authority. 5. To gather, appraise and disseminate information on proposed and new legislation, case law and developments in respect of the area of specialism. Where necessary to also report to relevant committees and clients on the practical effects on changes in the law. 6. To provide training to Members and clients on relevant law, the conduct of meetings and probity issues. 7. To provide comments on reports for the Council's cabinet and committees, particularly the Regulatory Committee and any relevant advisory and scrutiny Committees and attend if required. 8. To represent Legal Services at meetings with Councillors, inter-departmental meetings, and meetings with outside bodies, including partners of the Council, government departments and inter-agency meetings and, where appropriate, to recommend changes in Council policy and practice. 10. To prepare briefs to Counsel and cases for the opinion of Counsel and attend conferences with Counsel. 11. To tackle problems requiring extensive research and a wide working knowledge of the practice of law. 12. To instruct and work constructively with external solicitors and other consultants when appropriate. 13. To assist the Chief Legal Officer with all aspects of management of the contract work within the Team.
<p>Key external contacts: <i>Organisations</i></p>	<p>Regular contact and liaison with external solicitors, barristers, and clients to include partner organisations.</p>
<p>Key internal contacts: <i>Job titles or groups of staff</i></p>	<p>Directors, chief officers, heads of service, and councillors. Officers within the relevant departments of the council and any and all other departments as needs arise.</p>
<p>Financial dimensions: <i>Budgetary responsibility & amount. Equipment, cash, property etc. for which employee is responsible.</i></p>	<p>The post holder is also required to assist the Chief Legal Officer in delivery of work within budget and achieving income targets, and generating income through the Council's major projects. The post holder shall be a significant stakeholder in protecting the council's financial and reputational exposure on all matters arising from the council's compliance with relevant laws.</p>

Key areas for decision making:	<p>The progress of relevant projects casework and advising clients on decisions to be made at critical stages. Leading lawyers in the progression of matters taking into account legal and tactical considerations and the interests of the Council.</p> <p>Where need be leading on project work and guiding or assisting leading project officers and councillors both in person and in writing on taking and implementing decisions.</p> <p>There are potentially severe implications to the Council arising from the advice that may be provided by this post-holder on occasion both financially and reputationally. As such the post-holder should have experience in the relevant specialism and be able to advise and be able risk assess at the highest level.</p>
Other considerations: <i>E.g. working patterns</i>	<p>This is a full-time role requiring the postholder to be available to provide advice as required particularly at a high level, in person as well as in writing and sometimes within short timescales.</p> <p>The post holder is required to possess up to date knowledge of the law and practice in relevant areas of specialism and is required to be flexible in their work pattern as required and agreed with the Chief Legal Officer.</p> <p>In exceptional circumstances there may be a requirement to provide out of hours legal support.</p>

Key accountabilities and result areas:	Key elements:
Advising in respect of legal and related project matters to clients and also the collective progress of matters and matter types over periods of time.	<p>This will involve:</p> <ol style="list-style-type: none"> 1. Case management of all matters and where necessary supervision or guidance of other lawyers conducting such work to ensure matters are progressed appropriately and that clients are appropriately advised and in a timely manner. 2. Recording of data and management information and periodically reporting of same to the Chief Legal Officer, client departments and others when necessary.
Advising Officers and Members on the development of policy in the areas of law and their implementation.	<p>This will involve:</p> <p>Ability to work with relevant lead departments in planning for and delivering revisions to existing policy or implementation of new policy to be approved in advance with the Chief Legal Officer.</p> <p>At a councillor level this shall also involve preparing and conducting training sessions at least annually or at other periods as may be considered necessary by the Chief Legal Officer.</p> <p>At an officer level and other client level this shall also include periodic written legal updates.</p>
Supervision and guidance to contract staff within Legal Services.	<p>This will involve:</p> <p>Experience in supervising staff is desirable. Ability to share knowledge, guide and support those staff being supervised and where need be to train them in the relevant field of expertise.</p>
Advising on the creation and maintenance of case management documents, precedents, protocols for use within the area of remit.	<p>This will involve:</p> <p>Detailed knowledge of relevant law processes, an ability to remain up to date within the field of expertise and the ability to advise on the creation or development of workable tools for use in delivering these services.</p>

Advising Members at Committee or at other fora.	<p>This will involve:</p> <p>Knowledge and experience of Local Government Governance, relevant standards required of councillors and others taking part in the Council's decision-making processes.</p>
Representing the Council at external meetings and at hearings.	<p>This will involve:</p> <p>The post holder shall be required to instruct and liaise with other professionals in the areas of expertise, such as barristers, experts, employer agents, external procurement partners and officers and so must demonstrate the skills necessary to be able to progress and finalise contract matters.</p>
To contribute as an effective and collaborative member of the team	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Taking responsibility for continuing self-development and participating in training and development activities. ▪ Participating in the ongoing development, implementation and monitoring of the service plans. ▪ Supporting and contributing to value for money, service efficiencies and improvements.
Flexibility	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ 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 the grading level and competence.

Person Specification

Job Title:	Senior Contracts and Procurement Lawyer		
<i>Method of candidate assessment: A = Application form I = Interview T = Test. Weighting: 3 = Essential, 2 = Desirable</i>		A - I - T	Weighting
Minimum education/ qualifications:	Solicitor, Barrister, FILEX or similar legal qualification and authorised to conduct legal work.	A	3
Minimum experience/ knowledge/ skills:	1. Knowledge and experience of conducting legal matters in relevant areas of the law. 2. Experience of advising in a local government environment. 3. Knowledge of Local Government Governance and probity. 4. Ability to work as part of a team and to offer supervision and support to other lawyers and junior personnel. 5. To deal with complex matters requiring extensive research and drafting.	A I 3 A I 2 A I 2 A I 3 A I 3	
Minimum competencies: Customer focus	Recognition of the needs and strategic plans of the council.	A I	3
Communicating and influencing	Good communication skills both verbal and written	A I	3
Building relationships, working together and in partnership	Ability to make and maintain good relationships with clients and partner bodies	A I	3
Respecting & implementing diversity	Awareness of the diversity requirements	A I	3
Leadership	Deputise in leading the work of a specialist legal team	A I	2
Managing and developing people	Experience of supervising other lawyers and junior personnel.	A I	3
Special conditions:	This post is politically restricted		