JOB DESCRIPTION

JOB TITLE:  Contract Lawyer (Property, Procurement and Contracts Law Team)
            Career Grade 9-11

POST NO:

SERVICE AREA:  Legal Services

RESPONSIBLE TO:  Property, Procurement and Contracts Manager

RESPONSIBLE FOR:  None

Note
This is a career grade post. The job description for a fully qualified Lawyer with relevant PQE
as set out below. Progression through the pay scales will be dependent on meeting the
specified criteria as to qualification and experience. The level of supervision, responsibility
and salary will be commensurate with the experience of the postholder and the attainment of
certain minimum standards of competence

MAIN PURPOSE OF POST:

To provide advice on the legal aspects of contract drafting, management and contact
dispute resolution and provide legal advice and legal services in relation to commercial
law, contract and procurement law and practice

To advise on the application of the Public Contract Regulations 2015 and the Councils
contract and financial procedure rules and other internal processes.

To provide comprehensive advice, support and training to managers and members in
respect of contracts/procurement matters.

To draft and approve contracts and documents for the purchase of goods services and
works

DUTIES AND RESPONSIBILITIES:

1. To draft and approve terms and conditions proposed for commercial contracts for
goods works and services including IT contracts required as part of the implementation of
the Councils IT strategy

2. To review terms and conditions for appointments made under framework agreements
   including appointments under G Cloud and CCS to ensure full procurement compliance

3. To provide advice in relation to the tendering of contracts to include advice on state aid
   TUPE advice.
4. To advise on securing the most advantageous terms and desired outcomes for the Council.

5. To attend committees and other meetings as required and to advise on reports, decision making processes.

6. To be aware of and keep up-to-date with changes in UK and EU legislation and case law affecting the range of matters carried out by the postholder and to keep Members and Officers informed.

7. To monitor the progress of work against relevant standards and timetables and ensure that performance standards are met.

8. To perform any other duties as may be commensurate with the grade which may include supporting work on the Council’s property portfolio.

9. To comply with the professional rules, guidance and regulations applicable to the postholders professional qualification.

10. To comply with and carry out all duties with due regard to the Council’s equal opportunities policy.

11. To comply with requirements of Data Protection Act and Freedom of Information Act.
PERSON SPECIFICATION

JOB TITLE: Contracts Lawyer (Property, Procurement and Contracts Law Team) (Career Grade 9 - 11)

POST NO:

SERVICE AREA: Legal Services

KNOWLEDGE, SKILLS & ABILITIES

Essential

- Significant knowledge of the law relating to contracts including contracts for the supply of goods, materials or services and contracts for the carrying out of works.

- Track record of dealing with complex, contentious and sensitive matters of Public Procurement law.

- Strong contract drafting and negotiating skills with experience of drafting complex legal documentation with minimal or no supervision

- Ability to effectively prioritise work within a small, busy team and to plan own workload, working under pressure to meet potentially conflicting deadlines.

- Experience of delivering presentation and training sessions, including to those who may not have a prior background in this technical area

- Detailed knowledge of the law relating to contract and procurement issues, EU law, Local Government law and State Aid Law specifically as it relates to contract and procurement work

- Experience of providing legal advice on legal aspects of contract drafting, management and contract dispute resolution in relation to commercial law, contract and procurement law and practice

- Excellent powers of analysis of legal commercial problems and sound commercial legal judgement. and an ability to negotiate effectively including determining risk, weighing up options and feasibility and recommending courses of action

- The ability to think strategically and creatively, to see legal issues in their wider context and advise accordingly.

- Robust analytical skills to carry out complex legal research and to interpret and analyse information collated from a variety of sources including legislation case law legal opinions and academic commentary requiring measured judgement to assess compare, order and select / reject data and make informed conclusions

- The ability to establish good relationships with clients, legal colleagues and other stakeholders
Highly developed influencing counselling negotiating, and persuasive skills and advocacy are required in order to convince a wide range of audiences to adopt certain polices courses of action or legal wording to deliver clear and effective advice to officer, members, outside bodies and other stakeholders.

IT literate, with ability to use Microsoft Office software, case management and time recording software and online research tools.

Desirable

- Local authority/public sector experience.
- A good working knowledge of and experience of public procurement issues
- An understanding of Local Authority governance processes and Constitution
- Knowledge of Local Government law.
- Knowledge of Landlord and Tenant Law and Land Law
- Knowledge of Data Protection and Freedom of Information law.

EXPERIENCE

Essential

- Significant experience of providing commercial legal advice, including negotiating and drafting commercial contract documentation for the supply of goods works and services including IT contracts following both tender processes and framework appointments
- Experience of providing legal advice on legal aspects of public procurement, contract drafting, and contract dispute resolution.
- Experience of providing legal advice and services in relation to commercial law, contract and procurement law and practice
- Experience of delivering presentation and training sessions, including to those who may not have a prior background in this technical area.
- Experience of using ICT to support service delivery and to complete tasks and duties effectively and efficiently
Desirable

- Knowledge and experience of public law and of working with or in the public sector would be an advantage

QUALIFICATIONS & TRAINING

Essential

- Practising Solicitor or Barrister or CILEX and qualified to work in the UK with a minimum, of 2 years post qualification experience.

Career Grading Scheme

SCP 34 to SCP 36 Grade 9 Qualified Solicitor or Barrister or CILEX with 2 Years relevant experience (to include relevant experience accrued during a solicitor training contract or CILEX study route)

SCP 37 to 40 Grade 10 Qualified Solicitor or Barrister or CILEX with 2 years relevant post qualification experience

SCP 41 to SCP 44 Grade 11 Qualified Solicitor or Barrister or CILEX and at least two years’ relevant experience AND completion of the full range of duties commensurate with the requirements of the post Progression through the career grade will be subject to the satisfactory performance of duties and the recommendation of the Property Procurement and Contracts Manager. Satisfactory performance will be demonstrated by evidence of meeting the role requirements at Employee Development Interviews over the programme period. Progress through the bar to Scale 11 will be dependent on candidates providing evidence of their ability to assume responsibility at a senior level and may require them to undertake further interview or a suitable test.

Contracts Lawyer Career Grade 9-11