## Job description

### Structure information

Job title: Lawyer – Contracts & Procurement Team

Reports to job title: Senior Lawyer – Contracts & Procurement Team

Directorate: Governance and Law

Division: Legal Services

Section: Commercial Law (Contracts and Procurement)

Job identification number (JIN): 2407L2-4

### Job purpose

### To provide legal services to Client Departments in order to implement their decisions within the law and protect the Council against prosecution and challenge.

To manage a wide range of contract and procurement work and provide advice and guidance at all stages of the procurement process.

### Principal accountabilities

1. To act upon instructions to carry out the objectives of client departments in a defined area of the law, utilising the jobholder’s skill, expertise and knowledge, into full and lawful effect.
2. To be aware of legal and other consequences of proposed courses of action so as to enable them to seek instructions effectively.
3. To notify the Senior Lawyer of any instructions or events that would result in a breach by the Council or an individual of any legislation, common law, standing order or rule or propriety or would constitute a course of action amounting to maladministration.
4. To contribute to best practice within the Council’s Legal Services’ team, and to be aware of changes or developments in the law in the job-holder’s particular areas of the law.
5. To ensure that all work is carried out to the standards required by the arrangement with the client and by any policy or practice management standards adopted.
6. To make reasonable estimates of time taken in providing advice and where acting for external clients or providing external instructions, to be aware of the cost to the client of individual activities, to make reasonable estimates of likely costs to clients for the effective implementation of instructions, and to advise the Senior Lawyer in the event that such estimates or agreed fixed costs are likely to be exceeded.
7. To endorse and implement client care policies.
8. To keep up to date with developments in the law and to be able to communicate those to clients and colleagues.
9. To work with other lawyers, within the team and across the department.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

## The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

### Health and safety accountabilities

To co-operate in the implementation of the council Health and Safety policy and supporting standards, in particular, as set out in section 1 of the Health and Safety Policy and Management Standard.

### Diversity and inclusion accountabilities

Understand the council’s diversity and inclusion aims and strategies.

Take an active role in ensuring that equality, diversity, and inclusive outcomes are embedded in your work activities, communications and interactions with staff and customers.

Challenge or report incidents where inclusion and equality in practice has not been followed, including reporting discrimination, harassment and bullying to your manager or other senior colleague in your service.

## Person specification

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### Essential criteria

#### Job-related education, qualifications, and knowledge

* Qualified Solicitor, Barrister, or Fellow of the Chartered Institute of Legal Executives (CILEx), holding a current practising certificate (or eligible to obtain one), with a recognised legal qualification such as an LLB, Graduate Diploma in Law (GDL), or equivalent. The postholder must meet the professional standards required to practise law in England and Wales
* Particular experience in or aptitude for negotiating and drafting contracts
* Knowledge of public procurement regime and its practical application covenants

#### Experience

An applicant for a post at M10/M9 will normally have at least 2/3 years relevant legal experience. A post at M11 is normally appropriate for an applicant with less relevant legal experience.

Relevant legal experience is as follows:-

* Particular experience of having worked in a commercial law environment
* Experience of working in a legal capacity in the public sector or with a client base in that sector or having a good understanding of legal work in the public sector.

#### Skills and abilities

* Ability and flexibility to embrace new areas of law and concepts and to develop specialist skills further
* Ability to communicate well, including ability to explain complex legal issues in a readily understood manner
* Ability and willingness to conduct internal training to officers and members
* Ability to draft complex legal documentation within deadlines.
* Negotiation and presentation skills
* Political sensitivity generally and in particular in relation to local councillors and local issues
* Client relationship skills
* Strong team working skills
* Time management skills and the ability to prioritise
* Ability and motivation to develop own skills
* Ability to use standard IT packages
* Political sensitivity, generally and in particular in relation to local councillors and local issues

#### Health and safety knowledge

* Commitment to acquiring awareness and knowledge of Health and Safety policy and practice as it applies in their area of work.
* Ability to co-operate and adhere to Health and Safety Policy, practices, and instructions.

#### Diversity and inclusion Commitment to promoting equality and diversity.

* Demonstrate a genuine commitment to the council’s values in relation to embracing diversity and provide a service based on fairness and inclusion.

#### Other requirements

* Ability to work as required on a hybrid basis working on site at Hove Town Hall or at home.
* Ability to work outside of normal working hours when required.