# **Shortlisting questions for Lawyer (Contracts and Procurement)**

## Guidance for applicants

As part of your application, you will need to provide answers to some shortlisting questions.

Do not send this document as a separate attachment. You will answer these questions on the online application system.

Your answers to the shortlisting questions are the most important part of your application. They will be used in the shortlisting process to assess whether:

* you meet the essential requirements for the role set out in the person specification
* you should be offered an interview.

Before you start your application, please read our guidance on [completing the CV](https://www.brighton-hove.gov.uk/jobs/open-vacancies-and-how-apply-brighton-hove-city-council/supporting-your-job-application/cv-guidance) and [on answering shortlisting questions](https://www.brighton-hove.gov.uk/jobs/council-jobs/shortlisting-questions-guidance). These give important advice which will increase your chance of success in the shortlisting process.

These are the questions you will be asked in the online application for this role. Do not answer them on this document. Instead, add your answers in the boxes that will appear as you go through the online application process.

1. Please provide details of your legal qualifications and experience, are you a qualified Solicitor, Barrister, or Fellow of CILEx with a current practising certificate (or eligible to obtain one)?
2. What experience do you have of commercial contract drafting and what is your knowledge of public procurement and its practical application?
3. How have you been able to learn new unfamiliar areas of law and develop your skills and expertise?
4. Please provide an example of where you’ve drafted and negotiated a complex legal document.
5. Please give an example of where you have had to communicate complex legal concepts to clients?
6. How do you manage and prioritise work with a busy caseload and meet deadlines?
7. What particular issues arise and how would you deal with them when working in a political environment?