

BRIGHTON & HOVE CITY COUNCIL

JOB DESCRIPTION

Job Title: Senior Lawyer – Local Enterprise Partnership
Reports to: Head of Commercial Law
Department: Legal Services

Purpose of the Job

To manage and provide high quality legal and governance services to all levels of the Council and the Coast to Capital Local Enterprise Partnership (LEP), including advising Board Members of the LEP, elected Members of the Council and Senior Officers.

Principal Accountabilities

1. To act as the Deputy Monitoring Officer for the Coast to Capital Local Enterprise Partnership, carrying out duties on behalf of the Monitoring Officer for the LEP, as stipulated in the Local Government and Housing Act 1989
2. To provide advice at Board meetings and in writing in relation to LEP projects and programmes
3. To provide state aid, procurement and other legal advice to support LEP projects and programmes.
4. To identify legal and governance matters that may impact on the Council in its role as Accountable Body for the LEP and to report these to the LEP Monitoring Officer.
5. To participate in the development of Legal Services as a member of the Legal Services Management Team.
6. To manage an allocated proportion of the Local Enterprise Partnership budget for the procurement of external legal advice and to ensure that this complies with the budgetary processes of the LEP and the Council as Accountable Body.
7. To oversee the provision of external legal advice to the LEP, ensuring that it is undertaken in compliance with the LEP Assurance Framework and that it represents best value.
8. To provide training for other lawyers and clients to aid the provision of a high-quality service.
9. To handle a personal caseload of the more complex legal matters including finding solutions for members, committees, and officers to achieve their goals and to ensure compliance with the law.

10. To keep abreast of the law relevant to the post-holder's area and, as appropriate, to represent the Council and the LEP in negotiations and/or act as advocate for the Council and the LEP
11. To attend committee meetings, working party meetings and other meetings in order to provide legal advice as and when required.
12. To make clients aware of the costs and other implications of proposed courses of action to enable them to modify their instructions if necessary.
13. To identify instructions or events that would result in a breach by a client of common law, legislation or rules of procedure or propriety or would constitute a course of action amounting to maladministration and to take steps to resolve such issues.
14. To develop and maintain good working relationships with clients and partners, and identify and manage conflicts of interest particularly between the LEP and the Council.
15. To be aware of and act in accordance with the Council's Equalities and Inclusion Policy
16. To be aware of and act in accordance with the Council's Health & Safety Policy and agreed Codes of Practice.

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 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.

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PERSON SPECIFICATION

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Criteria

Essential Criteria

Job Related Knowledge, Experience & Qualifications

- Qualified as a Solicitor or Barrister or a Fellow of the Institute of Legal Executives with at least two years post qualification experience.
- Substantial knowledge and experience of Public Administrative Law and Practice.
- Particular experience in at least one of the following areas of law:-
 - Contracts & Procurement Law
 - Company Law
 - Property Law
 - Planning, Highways and Environment

Skills & Abilities

- Excellent communication skills including the ability to explain complex legal issues in a readily understood manner
- Ability to draft complex legal documentation
- Strong negotiation and presentation skills
- Ability and flexibility to embrace new areas of law and concepts
- Ability and motivation to develop own skills and those of others
- Ability to use standard IT packages (for example Word, email, powerpoint)
- Ability to manage budgets
- High degree of political sensitivity

Other Requirements

- Commitment to equality of opportunity and experience of putting equalities policies into practice