

BRIGHTON & HOVE CITY COUNCIL

JOB DESCRIPTION

Job Title:	Contract & Procurement Lawyer
Reports to:	Senior Lawyer
Department:	Strategy Governance and Law
Section:	Legal Services - Contracts & Procurement
Date written:	March 2021

Purpose of the Job

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

To manage a wide range of contracts 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 area 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 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 ensure that the Council's policies on equalities and health & safety are observed within the section.

9. To keep up to date with developments in the law and to be able to communicate those to clients and colleagues.

10. 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.

BRIGHTON & HOVE CITY COUNCIL

PERSON SPECIFICATION

Job Title:	Contract & Procurement Lawyer
Reports to:	Senior Lawyer
Department:	Strategy Governance and Law
Section:	Legal & Democratic Services
Date written:	March 2021

Essential Criteria

Job Related Education, Qualifications and Knowledge	<ul style="list-style-type: none">• Solicitor, Barrister, or Fellow of the Institute of Legal Executives or equivalent person with proven abilities & experience.• Particular experience in or aptitude for negotiating and drafting contracts.• Knowledge of the public procurement regime and its practical application
Experience	<ul style="list-style-type: none">• Experience of having worked in a commercial law environment.
Skills and Abilities	<ul style="list-style-type: none">• 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 to draft complex legal documentation within deadlines.• Strong client relationship management skills• Strong negotiation and presentation skills.• Political sensitivity generally, and in particular in relation to local councillors & local issues.• Strong team working skills.• Flexibility as to range of legal work undertaken• Time management skills and the ability to prioritise.• Ability and motivation to develop own skills.• Ability to use standard IT packages
Equalities	To be able to demonstrate a commitment to the principles of equalities and to be able to carry out duties in accordance with the Council's equalities policies.