



## **ROLE PROFILE**

**Role Title:** Senior Legal Executive/ Solicitor - Contracts & Procurement

**Service:** Legal & Democratic Services

**Directorate:** Transformation and Resources

**Accountable to:** Principal Solicitor

**Grade:** PO2

**Car Category:** Casual

**Work Style:** Flexible Office Based Worker

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### **Purpose of Role**

This role is a key part of the legal team within the Council and the post holder will provide support to the Senior and Principal Solicitor, Assistant Director of Law and Governance and Director of Law and Governance, working closely with Council officers. They will also work with partner organisations and external parties in the delivery of solutions and/or initiatives.

You will be responsible for providing advice and support on matters relating to contracts and/or procurement. This may include drafting, reviewing and negotiating contracts, providing advice regarding risks relating to proposed procurements and providing support on corporate projects.

You will be required to deliver practical and high-calibre legal advice to client departments and ensure that they are aware of and are able to comply with lawful requirements in a transparent manner.

### **Key Objectives**

The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time. In the interests of effective working, the key duties may be reviewed from time to time to reflect changing needs and circumstances.





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| 1 | Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.  |
| 2 | Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions, risk management and health and safety.  |
| 3 | Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.   |
| 4 | Provide advice on procedures and processes relating to corporate projects, assignments, and initiatives as required and as commensurate with the post.  |
| 5 | Undertake legal duties as are assigned by the Director of Law and Governance including the creation of legal precedents, policies, and procedural notes with appropriate supervision.   |
| 6 | Undertake such legal duties as are assigned by the Assistant Director of Law and Governance which may include: <ul style="list-style-type: none"> <li>• drafting documentation in various work areas</li> <li>• the creation of bespoke legal agreements, notices and orders.</li> <li>• assisting and/or leading on the creation and updating of legal briefing notes and working practice statements concerning new or developing legal areas.</li> </ul> |
| 7 | Attend and advise at such committees, working groups or other meetings (internal and external) as directed by the Director of Law and Governance and, as required, advise on the legal aspects of officer reports to be considered at those meetings and ensure the correct preparation of legal documentation required to implement decisions arising therefrom.<br><br>As required, prepare reports for committees.                                       |
| 8 | As required, liaise with and represent the Council at meetings with third parties. This may include the negotiation of contract conditions and assisting internal teams to monitor the performance of contractors against contract terms and conditions.  |



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| 9   | Support the Legal Service in developing an efficient and cost-effective service.  |
| 10. | As required, liaise with appropriate external agencies, authorities, professional and Government bodies.  |
| 11. | Undertake specific projects and any other work commensurate with the role as and when required by the Director of Law and Governance.                           |
| 12  | Develop and maintain positive and collaborative working relationships with members and officers as required always upholding the Council's expected behaviours. |
| 13  | As required and commensurate with experience, provide training to internal colleagues with regards to contract / procurement law.                               |

## Work Profile

### 1. Strategies

The post holder will take a contributory role in developing, implementing, and reviewing strategies and procedures for the services that fall within their remit. This will include a contribution to maintaining and updating the Council's Constitution, together with associated processes and systems.

### 2. Performance

The post holder will be accountable to the Principal Solicitor for the performance of their role.

They will take a support role in the delivery of key objectives, priorities and targets.

They will recognise, communicate and mitigate any risks to delivering the same to a high standard.

### 3. Service Quality

The post holder is responsible and accountable for the quality of the functions within their remit and will be specified by the Principal Solicitor. They will be





responsible for the continuous improvement of their service functions and for upholding and championing agreed standards.

#### **4. Resource Management**

The post holder has no budgetary responsibility.

#### **5. Supervision and Management**

The post holder has no line management responsibility.

#### **6. Culture**

The post holder will support the development of a positive, pragmatic and customer focused organisational culture.

#### **7. Communications**

The post holder will have a supporting role in communicating with directorates and services at all levels, in ensuring good standards of legal practice, sound judgement and decision-making and ensuring consistent application of standards.

#### **8. Main Contacts Associated with Principal Duties**

The main day to day contacts for the post holder will be their immediate team, the directorates and services that they support, senior managers, team managers and individual employees. They will also handle calls and written contact from third parties as required by their role.

#### **9 . Commitment**

The Council's normal working week for the purposes of calculation of premium rates and enhancements is Monday to Friday 7 am to 7 pm. The Councils operates a standard working week of 36 hours.

#### **10. Risk Management**

The post holder will identify any major corporate risks that they encounter during the execution of their role and report these to their line manager promptly. They will work with the directorate and service that they support to identify, manage and mitigate any risks pertaining to the legal aspects of service delivery.





### **11. Working conditions**

The post is Flexible office-based but may involve frequent travel to other sites to undertake the duties of the post.

### **12. Equal Opportunities**

The Council is committed to achieving equality of opportunity both in the delivery of services to the community and its employment arrangements. We expect all employees to understand and promote our policies in their work.

### **13. Customer Focus**

The post holder will meet the Council's standards of customer care at all times.

### **14. Core Tasks**

The post holder will be expected to undertake any other duties which may be required within the needs of the service that are commensurate with the grade.

### **15. Health & Safety**

All employees have a responsibility for their own health and safety and that of others while undertaking their duties. Employees have a general duty to assist the Council in implementing its health and safety policy.

### **16. Legislation**

The post holder will comply all relevant and applicable statutory legislation together with Council policies and procedures.

### **17. Training & Development**

The post holder will comply with the Council's policies and practices relating to training and development, including a regular development appraisal.

### **18. I.T.**

The post holder will comply with the Council's policies and practices relating to use of I.T. and equipment.



## **19. Creativity**

The post holder can contribute ideas relating to the tasks that they undertake, to their line manager for consideration

## **20. Decisions and Consequences**

The post holder will usually carry out allocated tasks and duties under the supervision of the Principal Solicitors.

## **21. Work Context**

The above duties and responsibilities do not include or define all tasks, which may be required to be undertaken by the post holder. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility entailed. These factors are reflected in the grading of the post.

## **22. Physical Demands**

The post is flexible office-based, so no unusual physical demands have been identified.

## **23. Environmental Improvement**

The Council is committed to improving the environment, including climate change, both within the council through its delivery of services and management of sites and in the borough through its influence. We expect all employees to understand and enact positive environmental change within their role.

## **24. Political Restrictions**

This is a politically restricted post (see Section 2 Local Government and Housing Act 1989)



## PERSON SPECIFICATION

In this section the Skills, Knowledge, Qualification and Competency requirements to perform the role to a satisfactory standard are set out. The extent, nature and level of the role holder's knowledge and skills should be specified

| PERSON SPECIFICATION  | Examples specific to role  | Required  |           | Method of Assessment<br><br>Application (A)<br>Interview (I),<br>Testing (T),<br>Reference (R) |
|---|--|-----------|-----------|--|
|   |  | Essential | Desirable |  |
| <b>SKILLS AND KNOWLEDGE</b><br><br>Technical knowledge and qualifications | To be a qualified Legal Executive/Solicitor/Barrister  | X         |           | A, I   |
|   | To have knowledge of one or more of the following:<br><br>a) Public procurement and the application of the Public Contracts Regulations 2015;<br><br>b) IT, construction or commercial contracts | X         |           | A, I, T  |
|   | To have experience of attending and advising at local authority Committees or similar meetings   |           | X         | A, I   |
|   | To have experience of working on matters/projects within a multi-disciplinary team.  |           | X         | A, I   |
|   | To hold a current Driving Licence or have equivalent mobility and access to transport.   |           | X         | A  |
|   | To have knowledge of local government legislation  |           | X         | A, I   |
|   | To have a understanding of the issues and challenges facing local government and an understanding of the Council's corporate objectives  |           | X         | A, I   |



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| <b>Planning and organising work</b>                                    | Able to work independently and manage conflicting priorities effectively whilst working to tight deadlines                                 | X |  | A, I |
|  | Ability to provide a high-calibre service and practical advice with attention to detail  | X |  | A, I |
|  | Effective time-management and organisational skills  | X |  | A,I  |
| <b>Influencing and interpersonal skills</b>                            | Ability to work effectively with members, officers and third parties   | X |  | A, I |
|  | Ability to work professionally and represent the Council positively and create confidence within the local community and Council customers | X |  | A, I |
|  | Ability to work effectively as part of a team  | X |  | A,I  |
| <b>PROBLEM-SOLVING</b><br><b>Using initiative to overcome problems</b> | Ability to think strategically and creatively to analyse complex problems and provide effective and innovative solutions to them           | X |  | A, I |
| <b>Managing risk</b>   | Ability to consider and advise upon risks associated with the services and the Council's wider operations                                  | X |  | A, I |
|  | Ability to identify mitigating measures that may be implemented to minimise risk as part of the provision of legal advice                  | X |  | A, I |



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| <b>Managing change</b>                      | Ability to promote change in a positive manner to others.  | X |  | A, I   |
| <b>ACCOUNTABILITY AND RESPONSIBILITY</b>    |  |   |  |  |
| <b>Undertakes tasks without supervision</b> | Ability to take ownership of Key Duties of the post without supervision where reasonably required. | X |  | A, I   |
| <b>Other</b>                                | Commitment to Equality   | X |  | A, I   |
|   | Commitment to Health & Safety  | X |  | A, I   |
|   | Satisfactory Baseline Personnel Security Standard Check  | X |  | <b>Document Checks (including basic DBS)</b> |
|   | To be willing to attend evening meetings and work outside normal office hours when required.       | X |  | A, I   |

**COMPETENCIES REQUIRED – All post holders must be able to comply with the Council’s Expected Behavioural Standards which include:**

- **Putting customers first;**
- **Being positive and adaptable;**
- **Taking responsibility and achieving results;**
- **Working together;**
- **We do what we say we will do when we say we will do it.**

**Other information**

- **able to travel to meet service delivery requirements**
- **available to undertake work outside of normal working hours**

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|                     |                        |      |
| Signed Line Manager | Signed Head of Service |      |
|                     |                        |      |
| Print Line Manager  | Print Head of Service  | Date |

