



<b>Job Title</b>	<b>Contract Lawyer / Legal Specialist (Contract)</b>
<b>Service</b>	<b>Legal Services Transformation &amp; Governance</b>
<b>Salary Band</b>	<b>Band 7</b>
<b>Post number</b>	<b>P10212, P02075, P02076</b>
<b>Updated</b>	<b>January 2024</b>

<b>This role reports to:</b>	<b>Direct reports to this role:</b>
Principal Contract Lawyer/ Senior Legal Specialist (Commercial, Contract & Property)	N/A

<b>Team Purpose</b>
To provide expert and professional legal advice, support and representation to enable teams across the Council to deliver quality services for customers.

<b>Role Purpose</b>
To deliver high standards of legal advice and support to teams across the Council, resolving procurement and contract legal matters as they arise. Ensure compliance with statutory regulations, legislation, professional codes of practice and adherence to Council policy. To deliver projects, interventions and initiatives in conjunction with teams across the Council.

<b>Key Accountabilities</b>
<ol style="list-style-type: none"><li>1. To undertake and manage a personal caseload of contracts, procurement and project matters as may be allocated.</li><li>2. To provide efficient, effective and pragmatic legal advice and support to Officers and Members and advise and deal with all legal issues arising relating to contracts, procurement and project work.</li></ol>



3. To negotiate, draft and complete all types of contractual agreements and other legal documentation in relation to contract, procurement and project matters including but not limited to call-off contracts, JCTs, NECs and bespoke contractual arrangements.
4. To work in partnership, as appropriate, with external bodies and advisors on major development agreements and other projects.
5. To provide legal advice on constitutional issues and disputes arising from procurement and contract matters.
6. To assist in drafting, reviewing and commenting on reports and preparing legal implications for reports to the Council, its Executive, full Council, other Council committees and other Officer/Member level meetings.
7. To contribute to ensuring the Council's procurement and contract templates are created and updated.
8. To attend meetings and committees to provide legal support and advice to Officers and Members as required and across the range of local authority functions as requested.
9. To support, mentor and coach colleagues, providing support and guidance to Resources Case Management and assist with the supervision of Apprentices and Trainee Solicitors as required.
10. To attend all meetings, whether at Officer or Member level, as may from time to time be required and to undertake such other tasks as may be requested by the Principal Lawyers/Senior Legal Specialist or Legal Services Manager/Lead Legal Specialist.
11. To deputise for the Principal Lawyers/Senior Legal Specialist as necessary.
12. To keep up to date with developments and share that information internally as appropriate, including provision of formal training to teams across the Council.
13. To provide advice, support and guidance to other councils as required by the Principal Lawyers/Senior Legal Specialists.
14. To be proficient in the ICT systems utilised by the Legal Team.
15. To maintain a record of all training and development undertaken

### Qualifications

#### Essential

- Must be a qualified solicitor, barrister, CILEX Fellow or extensive experience working at an equivalent level.

#### Desirable

- N/A



## Knowledge, Skills and Experience

### Knowledge and Experience

#### Essential

- Demonstrable knowledge and experience of providing sound legal advice and guidance in relation to procurement and contract matters;
- Proven ability to give sound legal advice and guidance on a range of complex legal matters with some support and guidance from more experienced staff;
- Good up-to-date working knowledge of legislation, regulations relevant to procurement and contracts matters;
- Evidence of commitment to continuing personal development.

#### Desirable

- Experience of working within the public sector;
- Experience of using a case management system;

### Skills

#### Essential

- Strong verbal communication skills with the ability to interact professionally with a wide range of high level stakeholders
- Strong written communication skills with the ability to give sound legal advice and guidance on a range of complex legal matters with some support and guidance from more experienced colleagues
- Ability to work independently and as part of a team
- Strong IT skills with the ability to learn, use and manipulate a variety of systems
- Well developed organisational skills and able to prioritise work according to demand and complexity
- Ability to adopt a flexible approach to work.

## Special requirements

- requirement to attend evening meetings on occasions



<b>Special Requirements</b>	
<b>Emergency Planning</b>	This post will be, on occasion, required to take part in the Council's emergency planning training, and may be called upon in the case of such an emergency. Where necessary this will include unsociable hours.
<b>Election Duties</b>	<p>This post will, on occasion and with reasonable notice, be expected to assist with election duties as required and this will include working unsociable hours.</p> <p>A separate payment for election duties will be made as determined by the regional Elections Committee.</p>

<b>Standard Terms</b>	<ol style="list-style-type: none"> <li>1. To comply with appropriate legislation, service and council policies.</li> <li>2. All employees have responsibility under the Health and Safety at Work, etc. Act 1974. These responsibilities are laid out in the Council's health and safety policy and procedures.</li> <li>3. To support and be committed to the Council's policy on safeguarding and promoting the welfare of vulnerable groups including, young children and adults and expects all staff and volunteers to share this commitment.</li> <li>4. To support the Council's equalities and diversity policies.</li> <li>5. To operate within the Council's IT policies and data protection rules and regulations.</li> <li>6. To operate within the Council's financial regulations.</li> <li>7. Manage budgets and resources ensuring that they are deployed effectively with robust internal controls and compliance with relevant regulations, policies and guidelines.</li> <li>8. To participate in internal committees and departmental working parties to ensure continuous improvement as required.</li> <li>9. Any other reasonable duties as may be required from time to time</li> </ol>
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### Competency Framework

Central to the delivery of the role are the council's values and behaviours and all employees are expected to work within the council's Organisational Culture Framework. These are shared by all employees and applied to everything we do. The points for each competency are shown below:

<b>Guildford behaviours [competencies]:</b> see the Organisational Culture Framework in the for a full list behavioural indicators
<b>Core Competencies - All Workforce</b>

<b>Embraces Change</b>	Has a positive attitude to change, adapts to meet new challenges and introduces changes to improve organisational performance.
<b>Innovation and creative thinking</b>	Proactively generates and develops innovative ideas, opportunities or improvements in order to meet organisational objectives more efficiently and effectively
<b>Effective communication</b>	Communicates effectively. Uses communication methods and standards, together with well-reasoned arguments to convince and persuade where necessary.
<b>Customer focus</b>	Puts the customer first, builds effective relationships and seeks feedback to address their needs.
<b>Problem solving &amp; decision making</b>	Understands and analyses issues in order to identify the most appropriate solutions. Makes effective decisions based on thorough analysis and the needs of the organisation.
<b>Focus on efficiency</b>	Meets or exceeds the Council's standards by monitoring the quality of own work, team or service delivery. Continually looks for areas of improvement to ensure efficiency, effectiveness, and value for money.
<b>Performance and learning</b>	Demonstrates personal commitment to meet agreed performance standards and objectives. Learns from experience and takes responsibility for identifying and addressing personal development needs.
<b>Team working</b>	Proactively cooperates and interacts with colleagues, internal and external partners across the Council. Encourages others to develop a collaborative approach to share information, knowledge, and ideas.
<b>Builds relationships</b>	Presents a professional image; uses interpersonal skills to form positive and productive working relationships within and beyond the organisation.
<b>Commitment to the organisation</b>	Consistently supports and demonstrates an understanding of and commitment to the Council's vision and values. Acts with integrity and accountability.

All employees are expected to be flexible in undertaking the duties and responsibilities attached to their role and may be asked to perform other duties, which reasonably correspond to the general character of their role and their level of responsibility. All employees are required to be flexible to undertake out of hours work as required. Meetings outside office hours will be routine and officers will be expected to attend. This job description will be supplemented and further defined by annual objectives which will be developed in conjunction with the postholder.

This job description will be subject to regular review and the Council reserves the right to amend or add to the details.

### Key Policies

We are an equal opportunities employer and therefore all staff are expected to comply with our equality policies and help create a work environment in which everyone is treated with dignity,

respect, courtesy and fairness. You are also expected to fully comply with health and safety policies and procedures in force to help maintain and develop a safe working environment. In pursuing a practice of continuous improvement and seeking to obtain best value in all aspects of the service, staff will be expected to assist in other such duties as may be allocated for the benefit of the organisation and their own personal development. Staff will be expected to assist if the Council has to deal with the results of a civil emergency.

<b>Signed (Job Holder):</b>		<b>Date:</b>
<b>Signed (Service Lead):</b>		<b>Date:</b>