Job summary

Role title: **Contract and Procurement Lawyer**

Department: **Legal Services**

General description of role

To provide legal advice, casework and assistance on Contracts and Procurement matters.

- To provide legal advice to the Council on procurement law and the negotiation of its contracts with external parties, including secondment and agency agreements with other local authorities.
- To advise on the Council's contract and financial procedure rules and other internal processes and advise on and deal with breaches of contract and procurement procedures and other contractual disputes.
- To support the Governance Service generally, the Procurement and Contracts and the Local Government & Regulatory Law teams in particular in providing a comprehensive legal service to the Council at all times including contract and procurement matters as required.
- To provide legal advice on partnership, collaboration and related business structures for the delivery of Council services and the maximisation of income and to advise on securing the most advantageous terms and desired outcomes for the Council.
- To provide expert legal advice to Council Officers and Members on Contracts and Procurement to include drafting documents and contract terms and explaining their legal effect.
- To effect transactions in relation to the Council's contractual agreements whilst contributing to the Council's business transactions and value for money strategies in the purchasing of goods and services.
- To provide legal advice on commercial matters including procurement, contracts for goods works and services, subsidy control, TUPE and funding agreements.
- To advise on reports and the decision-making process and attend committees and other meetings as required.
- To be aware of and keep up to date with changes in UK and EU legislation and case law affecting the range of matters carried out by the postholder and to keep Members and Officers informed
- To assist the Local Government & Regulatory Law Team in respect of contractual civil, criminal and regulatory matters as required.
- To monitor the progress of work against relevant standards and timetables and ensure that performance standards are met.

- To perform any other duties as may be commensurate with the grade.

- To deliver the Health and Safety responsibilities relevant to the role as defined in the Council's Health & Safety policy.

- To comply with the professional rules, guidance and regulations applicable to a Solicitor, Barrister or Legal Executive in England.

- To comply with and carry out all duties with due regard to the Council's equal opportunities policy.

- To comply with requirements of Data Protection Act and Freedom of Information Act.

Person specification

Role title: **Contract and Procurement Lawyer**
Department: **Legal Services**

Selection and Interview Criteria	Criteria importance E = Essential P = Preferred
Qualifications	
Solicitor, Barrister or Legal Executive in England.	E
Experience and achievements	
Significant knowledge of the law relating to Contracts and Procurement Law and practice; together with least **3** years practical experience in drafting, negotiating and advising on complex contract and procurement matters	E
Strong contract drafting and negotiating skills with experience of drafting complex legal documentation with minimal or no supervision.	E
Knowledge of public Procurement Law and Local Government law.	E
Ability to effectively prioritise work within a small, busy team.	E
A creative and novel approach to provide solutions to problems. Robust analytical skills to carry out complex legal research and to interpret and analyse information collated from a variety of sources including legislation case law legal opinions and academic commentary requiring measured judgement to assess compare, order and select / reject data and make informed conclusions.	E
Highly developed influencing, negotiating and persuasive skills and advocacy are required in order to convince a wide range of audiences to adopt certain polices and/or courses of action or legal wording to deliver clear and effective advice to officer, members, outside bodies and other stakeholders.	E
IT literate, with ability to use Microsoft Office software, case management and time recording software and online research tools.	E
Role required competencies and behaviours	
Significant experience of providing commercial legal contract and procurement advice, negotiating and contract drafting.	E
Knowledge of Public Procurement Law	E
Knowledge of Data Protection and Freedom of Information law.	E
To perform the job role in accordance with the specified level of the council's Competency Framework	E
To display the council's values and behaviours when carrying out the job role	P

Commitment to self-development, service improvement and organisational effectiveness	E
Corporately required personal qualities and behaviours	
Innovative	E
Supportive	E
Flexible	E
Positive	E

Summary of employment package

Place of work	The role will be primarily based at **Town Hall, Reigate.** We may require you to work from another place of work within the Borough or a neighbouring Borough or District, or further afield by prior agreement.
Salary	Graded **Professional**, the salary will be in the region of **£50,916 - £54,558** per annum dependent upon experience. Cost of living awards are reviewed annually on 1 April. Incremental progression and bonuses may be payable in line with the appraisal scheme.
Duration of contract	The contract will be offered on a 12 month fixed term basis from start date
Probationary period	Upon joining the Council, all staff are required to satisfactorily complete a six-month probationary period.
Hours of work	Hours of work are nominally 36 per week.
Employment Benefits	
Flexible working	Dependent on the requirements of the role, RBBC supports flexible and hybrid working, with arrangements being made in agreement with managers and based on operational needs. Flexible working allows for the alteration of start/leave times and length of lunchtime break, time off in lieu for longer hours worked and a flexible working system. Whilst staff are expected to manage their time and keep working hours within acceptable limits, flexible working arrangements are always subject to sufficient team cover and the particular needs of the service at that time.
Annual leave	The basic leave entitlement is 259.2 hours per annum pro rata (equivalent to 36 standard days), rising to 295.2 hours per annum (equivalent to 41 standard days) pro rata after five years continuous local government service, inclusive of Bank Holidays. Annual leave must be taken on the Council's discretionary day off around Christmas and New Year period.

Pension	You will be auto enrolled into the Local Government Pension Scheme (LGPS) to which the Council contributes 22.10% of your earnings each year. You are able to transfer funds into the LGPS within the first twelve months of employment. However, you can also choose not to join the scheme and make your own arrangements. If you wish to opt out of the scheme you will not be able to do so until after your first day. Your pension contribution rate will depend on your full time equivalent annual salary. The salary and rates are reviewed annually on 1 April each year. The current rates can be found on the Surrey Pension Fund website: http://www.surreypensionfund.org/surrey-pension-fund/paying-in/membership-and-contributions/#contribution-rates
Training and development	The Council actively encourages continued professional development and talent development. Learning facilities are available in-house, including a dedicated Training Room for both individual and group learning. The Council also has a number of Computer Based Training packages.
Professional subscriptions	If you are required to be a member of a professional organisation(s) for your role, we will pay the subscription fee(s) each year, subject to manager approval.
Car parking / Travel loan scheme / Cycle Purchase Scheme	With hybrid working practices now in place for roles traditionally based at the Town Hall, we are able to offer access to parking. For now, everyone who works on site at the Town Hall can use a parking space for that day. We anticipate there will be enough spaces to meet daily demand. However, it should be noted that spaces are not guaranteed, not a contractual right and are offered on a first come, first served basis. The Council offers interest free loans to encourage staff to travel by alternative methods to solo car use. Loans are available for quarterly/yearly rail season or bus tickets or a season car park pass and we offer a cycle purchase scheme up to the value of £2000 (eligibility rules apply).
Employee discounts	All staff have access to special offers and discounts on national and local high street shops, restaurants, motoring benefits, discount cinema and theatre tickets, holidays, insurance and much more. Full annual discounted membership is available for the ‘Better’ run leisure centres at Tadworth, Donyngs and Horley.

Other Conditions	
Pre-employment checks	Appointments are offered subject to several pre-employment checks to comply with the Home Office's Baseline Personnel Security Standards (BPSS): • at least two satisfactory references • eligibility to work within the UK, and proof of your identity • evidence of relevant qualifications
Paid work with another employer	If you are appointed, your contract with the Council should normally be classed as your main employment. You will devote your whole-time service to our work and not be involved in any other business or take up any other appointment without getting written permission from your manager or the Chief Executive.
Politically restricted role	As this role is required to advise elected members, this is considered to be a 'politically restricted post'. This means you cannot be, or try to become, a councillor, a Member of Parliament or a Member of the European Parliament during the period of your contract. This post is one that is listed as politically restricted in accordance with the requirements of the Local Government and Housing Act 1989.
Disclaimer	Please note that this document outlines the likely employment package for this role but does not form part of your terms and conditions of employment if you are subsequently employed by Reigate & Banstead Borough Council. These will be outlined in any contractual documents addressed to you directly. Please note that it is important to avoid seeking support directly or indirectly from any Councillor for any appointment with the Council as this may result in disqualification from the selection process.

We are committed to being an inclusive employer and welcome applications from candidates who reflect the diversity of our community. We will consider ways of working that are suitable to the role and support a range of needs including reasonable adjustments and caring responsibilities. Colleagues can also connect with others through our staff networks, including Workability, Carers, LGBTQ+, Culture, Ethnicity and Inclusion, and Wellbeing.

Great People at Reigate & Banstead

Our great working environment and the values and behaviours of every individual and team in the Council, help to evolve the culture of our organisation to become more commercial, innovative and embracing of change.

Successful applicants to our career opportunities will be able to demonstrate they share the values and behaviours we seek in our organisation.

Our Vision
Working together to make a great place to live, work and enjoy.

Our Values
Making a difference, doing the right thing, being bold and confident.

Our Behaviours
We should demonstrate our values by being positive, supportive, flexible, and innovative.

Positive: I maintain a "can do" attitude and a smile
- ✓ Create an encouraging and optimistic environment and bring others with me
- ✓ Approach others in a pleasant, happy and upbeat manner
- ✓ Maintain enthusiasm in difficult times
- ✓ Demonstrate commitment to my own service and to the Council
- ✓ Demonstrate an "I care" attitude

Supportive: I create an environment where the people I work with feel valued and respected and have confidence to develop
- ✓ Understand the council's priorities and work towards a common goal
- ✓ Work across boundaries to develop relationships, share information and keep others informed
- ✓ Listen to the views of others allowing the best way forward to be found
- ✓ Communicate in a courteous and respectful manner
- ✓ Behave in ways that promote the fair and equal treatment of all

Flexible: Adapting the way I work, I can deal confidently with change and accept new and different ideas and approaches
- ✓ Accept that change is an integral part of working at Reigate & Banstead
- ✓ Demonstrate an open mind to new ideas and proposals
- ✓ Display a willingness to do things differently
- ✓ View change in working practices as an opportunity for improving and developing
- ✓ Adopt a flexible approach to meet the team's requirements

Innovative: I work to develop new ideas and workable solutions to drive the Council forward
- ✓ Question currently accepted ways of doing things
- ✓ Implement good ideas, learn from others, both internally and externally
- ✓ Identify novel ways of resolving issues using own initiative
- ✓ Suggest and trying out new approaches
- ✓ Challenge the status quo in a constructive way

