



Job Description

JOB TITLE:	Contracts & Major Projects Lawyer
GRADE:	POD
POST NO:	31083
JOB TIER:	5
DBS CHECK:	Basic
DIRECTORATE:	Chief Executive's Office
SERVICE:	Legal Services

REPORTING STRUCTURE

Reports to:	Deputy Principal Lawyer - Commercial
Direct Reports:	None
Indirect Reports:	None

ROLE PURPOSE:

To provide expert legal advice and strategic leadership to the Property, Contracts and Procurement Teams, as well as to other directorates when required.

This is a key role in respect of mitigating risk and achieving the council's financial and strategic objectives.

This is a senior specialist role responsible for leading on the Council's most significant contracts, commercial arrangements, regeneration initiatives, infrastructure projects and strategic programmes.

The postholder will act as a trusted adviser to Directors, Corporate Management Team (CMT), Members and senior stakeholders, influencing decision-making and supporting the successful delivery of corporate priorities whilst managing legal, financial and reputational risk.

The role will provide leadership through matrix management of multidisciplinary project teams and external advisers without necessarily having direct line management responsibility.

Job Description

1. Resident & Community Contribution

This is a critical legal role, responsible for overseeing and facilitating the delivery of the Council's commercial projects. The position is central to achieving the Council's financial strategy, ensuring that commercial initiatives are executed efficiently, legally and in alignment with organisational objectives.

- To demonstrate understanding of the Council's *Customer Care Standards* and ensure that these standards are met in order to deliver the Council vision of 'putting our residents first'.

2. People Management

- No direct reports but this role will assist in the provision of professional support to the Paralegals, trainees and apprentices in the Team undertaking work.
- Assist in ensuring that work by paralegals, trainees, apprentices and non-authorised members of staff under the Legal Services Act 2007 is compliant with the requirements of that Act.
- To be responsible for maintaining a safe and healthy working environment in line with Health & Safety at Work Act (1974).
- Lead, coordinate and influence multidisciplinary project teams delivering major commercial, regeneration and infrastructure projects.
- Provide matrix management to project stakeholders, external legal advisers, consultants and officers involved in complex programmes.

- Act as a senior technical specialist and mentor across Legal Services, promoting best practice and developing organisational capability.
- To ensure all team members receive the appropriate level of communication to maintain engagement with the Council's vision, priorities and activities.

3. Operational Service Delivery

These will be related to the determined field of responsibility by the Deputy Principal Lawyer, and shall include:

- Manage the provision of legal advice, support and assistance to the Property, Contracts and Procurement Teams and Members of the Council.
- To undertake all working practices and procedures for the efficient and effective working of the Team.
- To take responsibility for filing at and submissions to the Land Registry and have conduct of cases in all Courts, Tribunals etc, to appear personally on the Council's behalf as appropriate in cases in civil and criminal Courts and before Tribunals and Inquiries and to instruct Counsel as appropriate.
- To provide briefing and information on developments in the law affecting Property Contracts and Procurement as well as general local government law.
- To attend and advise at such meetings as required, in particular, any working parties and officer groups as a representative of the Team.
- To provide legal comments for reports to Cabinet and other Committees and attend as the Legal Services Officer at meetings of Cabinet and other Committees as required.
- To provide legal advice and assistance in relation to all commercial and property matters including major projects related to national infrastructure, significant commercial development and high value matters as well as general local government law.
- Lead and take overall responsibility for the Council's most complex contractual, commercial, regeneration and major project matters.
- Act as lead legal adviser on projects of strategic significance carrying substantial financial, reputational and political risk.
- Attend meetings and present legal advice to Corporate Management Team, Cabinet, Committees, Boards and Programme Governance Groups.

- Lead negotiations on high-value contracts, development agreements, partnerships and strategic commercial arrangements.
- Develop innovative and pragmatic legal solutions that enable delivery of the Council's strategic objectives.
- Manage external legal advisers and specialist consultants and ensure value for money and quality standards are achieved.

To undertake any other duties as so directed by the Head of Legal / Deputy Principal Lawyer that are commensurate with the general level of responsibility of the post.

- To provide regular and timely training to Officers and Property, Contracts and Procurement Teams and on current and proposed changes in the law and procedure relating to all aspects of commercial law.

4. Service Planning & Development

- Ensure a thorough understanding of the annual Team Plan, aligned to the Service Plan.
- Ensure adherence to any agreed Service Level Agreements (SLA's) that are in place alongside escalating where SLAs cannot be met to mitigate risk to the Council/Service.
- Ensure a thorough understanding of the annual Team Plan, aligned to the Service Plan, and that this is communicated to team members in a timely manner.
- Contribute to the strategic direction of Legal Services and the Council's major projects programme.
- Support development of governance frameworks, policies and procedures relating to commercial and project delivery.
- Influence organisational decision-making through legal and commercial insight.

5. Financial & Resource Management

- To ensure all purchasing and procurement is conducted in line with the corporate guidelines with appropriate use of the Council's financial systems.
- To ensure that all workforce expenditure is compliant with corporate guidance and that any temporary resource is purchased through the Council's agency contracts.

- Collaborating with the Council's Finance Team to ensure the accurate and lawful accounting of all monies received or disbursed in connection with property and commercial transactions, thereby safeguarding financial compliance, supporting prudent decision-making, and enabling the timely and successful completion of transactions.

6. Service Improvement

- Assist in Identifying and making recommendations for any service delivery improvements within remit of expertise.
- Assisting in the delivering the implementation of improvement initiatives and change programmes using the Council's Project Management and Service Improvement methodologies.
- To lead on property transactional matters relating to Corporate/Council change programmes and projects.
- Identify and make recommendations for any service delivery improvements within remit of expertise.
- Help deliver the implementation of improvement initiatives and change programmes using the Council's Project Management and Service Improvement methodologies.
- Lead service improvement initiatives relating to commercial contracts and major project delivery.
- Promote innovation, continuous improvement and best practice across Legal Services and corporate project teams.

7. Contacts

- Primary contact will be with other officers within the Council including Senior management, service users / residents and their representative bodies.
- Attending Civil and Criminal courts/Tribunals on behalf of the Council and liaising with and filing at the Land Registry.
- As above.
- Attendance and representation at senior management meetings, members and cabinet members meetings in relation to property transactional project matters.
- Regular attendance at relevant meetings, and presentation of advice to the Corporate Management Team, Members and Programme Boards as appropriate on strategically significant matters.

Influence and negotiate with senior internal and external stakeholders including government agencies, development partners, contractors, consultants and investors

8. Additional Responsibilities

- Complete other reasonable tasks in order to fulfil role purpose or as instructed by management.
- You may be required to undertake periods of on call which are related to your role
- This profile/JD is not intended to be exhaustive list of duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations will form part of this role.

9. Key Performance Indicators

- Compliance with the Lexcel Standard and operation procedures during the conduct of cases.
- Meeting CPD and training requirements as required by the relevant professional body.
- Meeting the required monthly billable hours target.

Person Specification

This person specification will be used for recruitment to this vacancy in LBH. It will form the basis of the application form, and candidates will be also assessed against aspects of this person specification at interview.

1. QUALIFICATIONS (list)	ESSENTIAL ✓	DESIRABLE ✓
You must be registered as a qualified solicitor with the SRA, barrister or legal executive permitted to practice within England and Wales and adhering to CPD requirements	✓	
Evidence of continuing professional development in commercial law, procurement, construction, infrastructure or major project delivery	✓	
2. STATUTORY or ROLE SPECIFIC REQUIREMENTS (describe)	ESSENTIAL ✓	DESIRABLE ✓
As above	✓	
3. EXPERIENCE (describe)	ESSENTIAL ✓	DESIRABLE ✓
You will have at least 2 years post qualification experience as a solicitor.	✓	
You will have knowledge in at the following areas of law; property, commercial law, contracts and procurement.	✓	
Significant experience of local government law	✓	
Significant post-qualification experience advising on complex commercial contracts, procurements, regeneration projects, infrastructure projects or strategic development programmes	✓	

Demonstrable experience of leading high-profile and high-value projects	✓	
Experience of advising Directors, senior leadership teams, Members and governance boards	✓	
Experience of leading through influence and matrix management rather than direct line management	✓	
4. KNOWLEDGE & SKILLS (list)	ESSENTIAL ✓	DESIRABLE ✓
Effective communication skills, both oral and written, and the ability to explain and present issues in a clear, structured, objective and personable manner.	✓	
To influence and persuade high level stakeholders and commercial partners.	✓	
To effectively negotiate high value commercial and property dealings.	✓	
To express opinions and ideas in a logical and persuasive manner.	✓	
To debate legal points in a logical, pragmatic and impartial way.	✓	
To present written work neatly and legibly and in a manner which lay persons will understand.	✓	
Effective advocacy, negotiation or mediation skills.	✓	
Solution focused with the ability to creatively come up with resolutions within the legal framework and provide options to the service user with the attached risks.	✓	
To work constructively and co-operatively with other members of staff at all levels.	✓	

To support junior members of staff, training and mentoring where appropriate	✓	
To allocate and prioritise all areas of work to ensure that an efficient and effective service is provided.	✓	
To work in an apolitical manner.	✓	
To be able to communicate effectively at all levels.	✓	
To work to varying deadlines and changing priorities	✓	
Detailed knowledge of current Local Government law	✓	
Knowledge of the principles of the legal profession and of issues concerning the practice of law in Local Government.	✓	
Knowledge of Local Government and its services	✓	

Our values

Respect

We appreciate what makes us different and include everyone.

- We recognise that we all have unique talents, skills and experiences.
- We provide a professional service to our residents and colleagues and lead by example.
- We celebrate diversity and ensure our working practices are inclusive.

Collaborative

We believe in the power of working together.

- We work collaboratively as one council.
- We promote creativity and innovation to improve outcomes for all.
- We recognise the strength of sharing knowledge and experience.

Efficient

We deliver the best possible outcome by carefully managing our resources.

- We are empowered to deliver the most efficient outcome.
- We harness new technology and tools to deliver our services efficiently.
- We look after our finances and maximise value for money for residents.

Integrity

There is no gap between what we say and do.

- We choose what is right over what is easy.
- We trust and support each other to get the job done.
- We are responsible and accountable for our actions, both good and bad.

Open and honest

We are transparent in the actions and decisions we take.

- We provide a safe space to have truthful discussions in a positive way.
- We encourage constructive feedback without fear of judgement.