

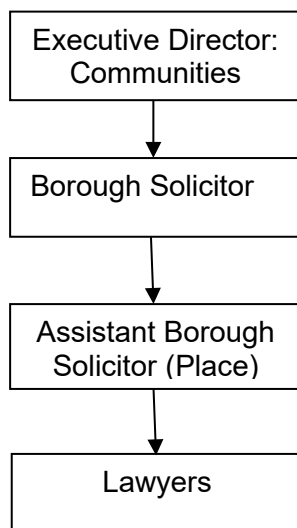
JOB DESCRIPTION

Job Title:	Assistant Lawyer – Contracts and Procurement		
Directorate:	Communities	Salary:	£46,731 - £51,802 FTE plus £706 London Weighting and Welcome Payment of £7,500 subject to terms and conditions
Section:	Legal Services	Grade:	BG-E SCP 37 - 42
Location:	Time Square	Work Style:	Flexible

Key Objectives of the role

- Legal Services provides comprehensive specialist legal advice and assistance, primarily to Bracknell Forest Council.
- The duties and responsibilities set out below describe the general nature of work required to be performed by the role holder. They are not presented as an exhaustive list. The role will be developed through annual objectives which will be established with the role holder.
- The role holder will be expected to provide legal advice, assistance and representation to the council on all aspects of contracts and procurement law across all services within the council and to draft and negotiate all types of contracts and agreements between the council and third parties.

Designation of post and position within departmental structure



Daily and monthly responsibilities

- To provide customer focused, high quality and responsive specialist legal advice and assistance, with primary focus in one of the following areas of legal practice:
 - Contracts and Procurement
 - Carry out, with a minimum supervision, a wide range of legal work as required, including the drafting of any necessary legal documents, including but not limited to, legal letters, legal agreements, deeds, notices, orders and consents as well as negotiating agreements, settlements and such matters, to implement decisions taken in pursuance of the council's functions, whilst managing competing demands and meeting deadlines and the requirements of the Legal Service.
 - Working with other local authorities regarding the negotiation and completion of significant pan and inter-local authority agreements.
 - To advise on and deal with all legal matters relating to contract and public procurement law, related governance and other general legal matters affecting the council and taking account of the Procurement Act 2023 or PCR 2015 as appropriate.
 - Be adept at working independently as well as collaborating with other legal specialists when required.
 - To advise on and deal with all legal matters relating to subsidy control.
 - To tailor the presentation and format of legal advice to suit the level of understanding of the instructing Council Officer.
 - Participate in project teams to provide governance and procurement input, to negotiate drafting of contracts and other arrangements for shared or integrated services and to deliver major projects.
 - Keep clients informed of new legislation and case law relevant to their operations, including training seminars where appropriate and to ensure that they maintain a sound application of legal requirements.
 - To work closely with the council's Procurement team to ensure that templates for standard terms and conditions, framework agreements and also Contract Standing Orders and the Procurement pages of the Intranet are kept under review (a review/redrafting has recently been undertaken in order to ensure compliance with the Procurement Act 2023).
 - To attend monthly strategic procurement group meetings and provide legal advice and assistance thereto
 - Ensuring that the council's corporate governance requirements are adhered to
 - Approve reports for, and to attend to give legal and procedural advice at, Corporate Management Team, Cabinet and other groups of Members or Officers as may be required, to enable decisions to be taken and implemented in accordance with the law and the Council's Constitution
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- To give advice on policy making and procedural developments through analysing the legal framework and familiarisation with operational matters. The contribution to policy and procedures will be through initial review, analysis and advice with regard to options and recommendations
 - To personally have conduct of an extensive case load relevant to your area of work and as required by service demand
 - To provide specialist legal advice to elected members, Chief Officers, senior managers and officers as part of a team of lawyers
 - To attend forums as required in relation to the post-holder's case load in order to represent the council's interests at the same
 - To attend and advise at committees and other meetings of the council as required and to provide such legal advice and support to those meetings as shall be required as necessary
 - To be responsible for representing the interests of the service at a corporate level
 - The postholder will be expected to develop and maintain effective working relationships with other service areas within the council and with outside organisations where appropriate.
 - To assist the management team with conduct of complex cases where requested to do so
 - Liaise with service clients and other services affected by a matter in hand and coordinate, where necessary, any required input from other services. Advise on the best means of legally achieving the client's objectives
 - Work with the senior contracts and procurement lawyer in the provision of legal services in this field and production of policy or process documentation
 - Maintain personal case load information and case progress data including time recording in computerised form as instructed
 - Ensure that work is completed within set timescales or to client requirements and where applicable in accordance with time limits imposed by statute
 - Undertake all the duties within the framework of Equal Opportunities
 - Demonstrating commitment to the values and required behaviours of the council as assessed at annual appraisal meetings
 - Any other duties that maybe commensurate with the grade

Scope of role

High level of professional judgement and political awareness required.

The post-holder will be required to represent the council publicly in a variety of venues, including the courts, professional meetings and multi-agency meetings.

No budgetary or resource control

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only

Supervisory/Managerial Responsibilities

None

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	<ul style="list-style-type: none"> • Qualified as Solicitor/Barrister/Legal Executive through CILEX • Good post qualification experience knowledge and experience in the following area of law: Contracts and Procurement 	<ul style="list-style-type: none"> • Second class honours degree or higher • Qualification or training relating to local government law and practice • Post qualification experience in one of the following fields: Information Governance
Competence Summary (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> • Ability to give high level legal advice to officers and members • Ability to work under pressure and to ensure that all deadlines are met • Ability to respond efficiently and proactively to meet the changing needs of clients • Ability to provide innovative and effective legal solutions and to understand the client's motivations and goals • Excellent communication skills. Must be able to communicate clearly both orally and in writing • Good numeracy and analytical skills • Excellent attention to detail and an ability to write and present lucid reports • Be adaptable and capable of transferring legal skills to unfamiliar areas of law • Self-sufficient, able to prepare own documentation without secretarial support 	<ul style="list-style-type: none"> • Knowledge and understanding of local government and the democratic framework in which local government operates. • Experience of working with elected members and advising committees. • Experience of working in an LEXCEL accredited workplace

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- Ability to use case management systems, including time recording facilities
 - Ability to use email and Outlook and to use a web browser to access information
 - Ability to use IKEN Management systems
 - Ability to use Microsoft Office software
 - Excellent negotiation and drafting skills

**Work-related
Personal
Requirements**

- Must have excellent interpersonal skills
- Must be a good team player with the skill to be able to form effective and harmonious working relationships
- Must be able to inspire confidence and influence others

**Other Work
Requirements**

- Able to travel to attend client offices as required
- Able to attend evening meetings
- This post is a politically restricted post for the purposes of the Local Government Housing Act 1989. The post holder must adhere to the legislative requirements relevant to such posts.

**Role models
and
demonstrates
the
Council's
values and
behaviours**

Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.

We make our values real by demonstrating them in how we behave every day.

All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.

