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| <b>Job Title:</b><br>Lawyer<br>(Property & Commercial Law or Corporate<br>Contracts & Procurement or Planning) | <b>Role Profile Number:</b><br>ENH134 |
| <b>Grade: R</b><br><b>Salary:</b>  | <b>Date Prepared:</b> Nov 2019        |
| <b>Directorate/Group:</b> Resources  | <b>Reporting to:</b> Principal Lawyer |
| <b>Structure Chart attached:</b>   |                                       |

**Job Purpose**

To provide professional and comprehensive legal service to members and officers of the Council in terms of transactional work and advice, legal advice and legal documentation and assistance to members and officers of the Council at all levels and other clients of the Legal Department in the context of one or more of the following areas of law:

- All matters involving Corporate Contracts & Procurement including general contract matters and complex level and high profile matters
- All matters involving Property & Commercial Law including general contract matters and at a complex level and high profile matters
- All matters involving Town Country Planning and Highways including general contract matters at a complex level and high profile matters

**Key Accountabilities**

- To support the Principal Solicitor in ensuring the delivery of a high quality service to the council and its internal and external clients
- To provide legal advice and support to members of the Council and officers on all legal matters including advice on politically sensitive and confidential matters. In particular to advise on policies and work of the Council in order to ensure that it operates within the law particularly in relation to the following matters: Corporate Contract & Procurement and or Property & Commercial and or Planning, charities, trusts and general corporate matters.
- To negotiate, draft and complete all types of contractual documentation including complex projects where there is involvement with external stakeholders e.g Primary Care Trust. To provide advice on tendering procedures and EU procurement legislation
- To lead and advise on one or more areas of Law, Corporate Contract & Procurement and or Property & Commercial and or Planning and draft documentation accordingly.
- To assist the Principal Solicitor in drafting Contract Standing Orders and to advise on the Standing Orders.

- To advise on all matters where the Council requires advice on charity and trust law and to draft any documentation required pursuant to such matters.
- To represent the Council at all proceedings, including meetings with Group directors, Directors, Heads of Service and senior officers and member meetings and to establish good relationships with other departments and outside agencies.
- To deputise for the Principal Solicitor and when required.
- To give legal support and advice to Directorates and Committees in respect of all the Council's responsibilities for matters including Corporate Contract & Procurement and or Property & Commercial and or Planning, charities, trusts and general corporate matters
- To negotiate, draft and complete Agreements and other legal instruments including documents outside the scope of standard contractual practice where major interests of the Council may require to be secured by exceptional means.
- To draft policy, as directed by the Principal Solicitor in the areas of Corporate Contract & Procurement and or Property & Commercial and or Planning and to assist in developing new templates for legal documentation
- To keep abreast of new legislation, case law, codes of practice and policy relating to relevant areas of work and to inform internal clients of significant developments by providing guidance and training to client departments and junior members of staff.
- To promote the development and maintenance of the highest professional standards of throughout the work and service of the Council
- To manage a wide ranging varied complex caseload
- To provide professional support and mentoring for less experienced colleagues, and oversee effective completion as required.
- To work autonomously prioritising caseload ensuring deadlines and agreed time frames are met to avoid unnecessary delays and increased council cost
- To attend and give advice to Cabinet or other Committees, Sub-Committees or Working Parties or other groups of the Council at public meetings or in closed sessions as and when required and to establish good working relationships with other departments and outside agencies.
- To support the development of the team
- To carry out other duties appropriate to the level of responsibility of the post as required from time to time by the Principal Solicitor and/or Chief Legal Officer.
- To promote the development and maintenance of the highest professional standards throughout the work and service of the Council and to conduct professional work in accordance with the codes set by the Legal Services Team.

### **Supplementary Accountabilities**

- To provide support and cover with legal work within in Property & Commercial Law or Corporate Contracts & Procurement or Planning as and when required and requested.

### **Knowledge & Experience**

*Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:*

- Fully qualified Solicitor/Barrister, FILEX or equivalent.

- Extensive experience of dealing with complex legal work in relation Corporate Contract & Procurement (including EU legislation) and or Property & Commercial and or Planning,
- Experience of giving legal advice in relation to, charities, trusts and corporate matters to a diverse range of stakeholders.
- Strong intellectual problem-solving abilities, including the ability to weigh arguments and substantiate judgments
- Able to communicate clear and concise legal advice verbally and in writing.
- Able to handle a pressurised workload in tight timescales.
- Strong intellectual problem-solving abilities, including the ability to weigh arguments and substantiate judgments.
- Ability to rapidly understand the working environment of the departments served and to work creatively to meet the business objectives of those departments
- Ability to function independently, take responsibility for own work and make important decisions without supervision.
- Strong diagnostic skills leading to sound judgement and decision making.
- Strong verbal and written communication skills.

### **Qualifications**

- Fully qualified Solicitor/barrister/FILEX
- Law degree or equivalent

### **Decision Making**

- The post holder will have independent and sole responsibility for dealing with and making decisions on complex and high profile and politically sensitive legal projects.
- To give advice on any matters including legal and policy related issues and if required, to appear at the Courts or other Tribunals, and to make important decisions as to the conduct of the matters dealt with by the post holder.
- Frequent decisions on complex contractual transactions and significant implications for the Council's budget

### **Creativity and Innovation**

- The role involves dealing with complex contractual matters many of which involve extensive creative drafting of bespoke documentation to meet the variety of needs of the client.
- The provision of legal advice on complex legal issues sometimes requiring extensive legal research and making a judgment on applicability or otherwise of legal principles on matters being dealt with.
- The post holder will assist in writing new policies and procedures to accommodate changes to legislation and legal practice.

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| <p><b><u>Job Scope</u></b></p> <p><b>Number and types of jobs managed</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul> <p><b>Typical tasks supervised/allocated to others</b></p> <ul style="list-style-type: none"> <li>• To supervise and mentor other members of the Legal Team, as and when required.</li> <li>•</li> <li>•</li> </ul> | <p><b>Budget Holder</b></p> <p><b>Responsibility</b></p> <p><b>Asset Responsibility:</b></p> | <p>No</p> <p>.</p> |
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**Contacts and Relationships**

*(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)*

- Internal Client departments, including officers at all levels, including Director level
- Elected Members
- External parties, as and when required in the course of your duties.

**Values and Behaviours**

We strive to underpin our culture through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours , this means in our work we are:

**Connected: We put Swindon and its people at the heart of everything we do.**

We display a communication and behaviour style that promotes a positive Council identity in connecting with residents, customers, colleagues and other stakeholders ensuring a partnership approach to delivering our vision. Always asking, “is what I am doing in the best interests of Swindon and its people,”?

**Resilient: We are forward thinking and work smart**

We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous organisational development.

**Brave: We respect and work together with our colleagues and customers to achieve success**

We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest possible levels of productivity and performance.

**Other Key Features of the role**

(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).

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| <b>Employee Signature:</b>      | Print Name:  |
| <b>Date:</b>                    |              |
| <b>Line Managers Signature:</b> | Print Name:: |
| <b>Date:</b>                    |              |