JOB DESCRIPTION

TITLE: SENIOR SOLICITOR - CONTRACTS & PROCUREMENT

POST NO: PREF102861

DEPARTMENT: Governance

SERVICE: LEGAL SERVICES

RESPONSIBLE TO: Principal Solicitor

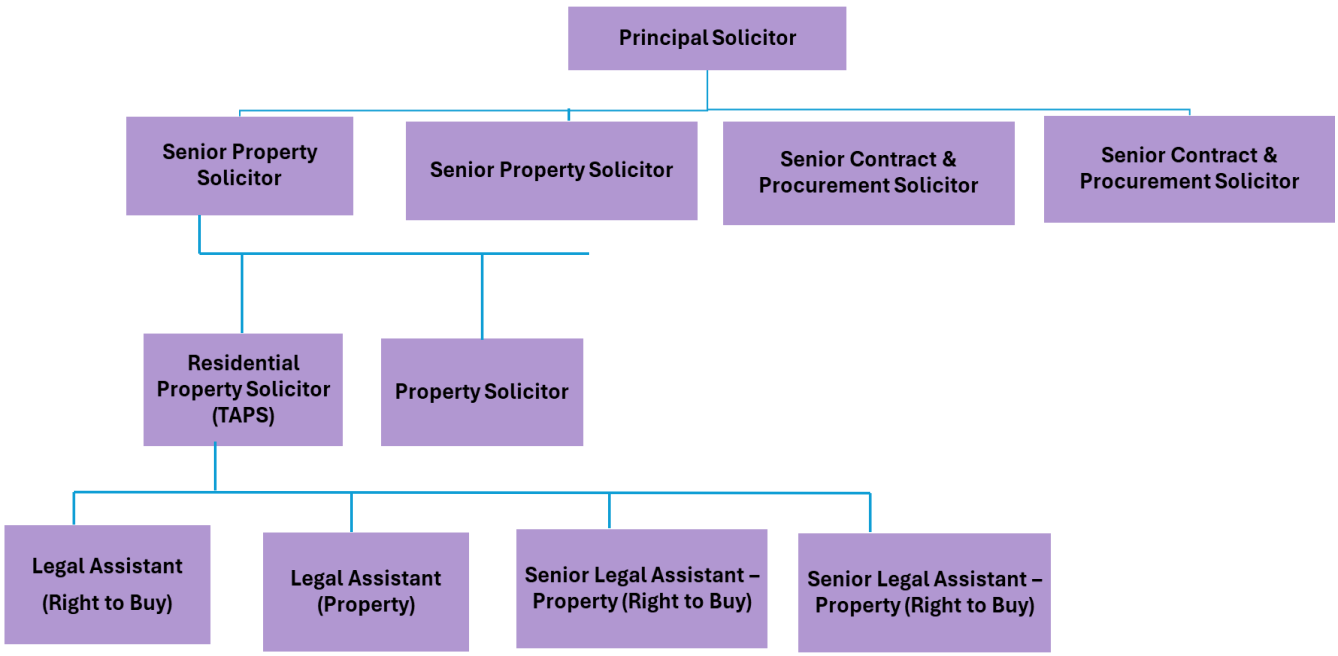
GRADE: M5

PURPOSE OF POST:

.

To provide high quality legal advice in relation to commercial contracts and procurement matters which takes into account Council's business needs and objectives. The postholder will lead on complex and high-value procurement projects, commercial arrangements and strategic initiatives, ensuring compliance with procurement legislation and the effective management of legal risk.The Senior Contracts and Procurement Solicitor will work closely with senior officers, procurement professionals and project teams, providing practical and commercially focused legal advice while supporting the development of corporate procurement and contract management practices.

Team chart



PRINCIPAL RESPONSIBILITIES: **%**

1. Provide professional and commercially focused legal advice and support to Council departments on complex commercial contracts, public procurement law, governance and wider commercial arrangements enabling informed decision -decision making and legally compliant outcomes. Draft and review tender documents, contract terms and conditions, framework agreements and call-off contracts. Advise on procurement strategy, procurement challenges, disputes and available remedies, and support contract variations, modifications and contract management issues throughout the contract lifecycle. 50
   Advise officers, senior managers and elected members on governance and decision-making requirements, ensuring compliance with relevant legislation, the Council's Constitution, internal policies, procurement rules and approval processes.

   Support the successful delivery of the Council's strategic priorities, major procurements and corporate projects through proactive legal advice, strong stakeholder engagement and a commercially focused approach.

   Assess legal, commercial and reputational risks, identify and manage conflicts of interest, and provide pragmatic, solution-focused advice informed by legislative developments, case law and emerging best practice.

2 Manage a varied and complex caseload of commercial contracts and procurement matters, including drafting, reviewing, negotiating and advising on a wide range of agreements for the provision of goods, services and works. This includes both bespoke and standard-form agreements across areas such as construction, ICT, engineering, social care, education and public health. 20

3. Provide strategic legal leadership on major corporate, commercial and procurement projects, acting as a trusted adviser to senior officers and stakeholders and representing Legal Services at project boards, governance forums and corporate initiatives. Work collaboratively with multidisciplinary teams to shape project delivery, negotiate complex contractual arrangements, manage legal and commercial risk, ensure robust governance and procurement compliance, and influence key decisions to support the Council's strategic objectives and priorities. 5

4. Prepare reports for, and attend meetings of the Executive, Committees, Sub-Committees and other, Members and Officer bodies, and provide legal and procedural advice on complex and high-profile matters, to ensure decisions are lawful, robust and capable of implementation in accordance with the law. 5

5. Exercise professional judgement, in identifying matters requiring specialist legal advice, instruct brief and manage external Counsel and Solicitors where appropriate (as may be approved by the Principal Solicitor and/or the Head of Legal Services) to ensure value for monary and high-quality outcomes. 5

6. Keep abreast of developments in local government, commercial, procurement and contract law, ensuring advice remains current, accurate and aligned to emerging legal and regulatory requirements. Deliver training and guidance and knowledge-sharing initiatives on commercial contracts, procurement law, governance and related legal developments, building organisational capability, promoting compliance and supporting the consistent application of best practice across the Council.

7. Provide mentoring, supervision and technical support to junior solicitors, legal officers, trainees and paralegals, support work allocation within the team and case management across the team, ensuring high-quality legal services are delivered. Deputise for the Principal Solicitor as required and contribute to the effective management and leadership of the Team and to the service planning, innovation and modernisation initiatives within Legal Services.

DIMENSIONS:

Supervisory Management: The postholder will provide day-to-day supervision, mentoring and technical guidance to Junior Solicitors, Trainee Solicitors and Legal Officers, supporting their development and contributing to the effective delivery of the team's objectives.

Financial Resources: N/A

Physical Resources: Laptop etc. Information, often confidential, about the Council, its business and Taxpayers, residents, and other people across a wide range of services.

Other: The Postholder will provide strategic legal leadership on high-value contractual and procurement arrangements, advising on complex commercial structures and drafting major contracts that underpin critical Council services, major projects and significant corporate expenditure. The role has a direct impact on substantial Council budgets and the successful delivery of key organisational priorities.

Working Environment Normal Office environment.

Physical effort and/or strain N/A

CONTEXT:

The Property Planning and Contracts Team provides a comprehensive service to all Council Services. The Postholder will play an important part in supporting this work and will handle his/her own personal case load in accordance with corporate, departmental and service guidelines, with a minimum of supervision.

In addition to the main responsibilities the Postholder will be expected extensively to assist the Principal Solicitor with the development of the Property Planning and Contracts Team and the continuous improvement of Legal Services.

This role will include supervision, coaching, guidance and training of more junior members of staff, including the supervision of any Trainee Solicitors undertaking seats within the team, as required and to and to provide management and leadership to the staff working on their cases.

In undertaking professional legal work the Postholder will have to exercise professional skills of the highest order gained through wide experience, requiring both a depth and breadth of legal professional knowledge to an extensive degree.

In undertaking professional legal work and in giving legal advice the Postholder will have considerable autonomy, advising all levels through the organisation, including, from time to time, Corporate Directors and Elected Members with professional supervision being in the nature of ensuring that the professional role is being carried out within Corporate, Departmental and Service guidelines and in line with Council and Service objectives and the Legal Services Service Plan.

The Postholder will be called upon and have authority to take, or to recommend to the taking of, decisions which may have a significant impact on the Council's finances.

The Postholder will have authority to instruct Counsel subject to compliance with agreed service procedures.

Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected
Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.				
Attributes	**Essential**	**How Measured**	**Desirable**	**How Measured**
Experience	Significant experience of providing sound, pragmatic and business focused legal advice on procurement, commercial contracts (including construction, IT and social care contracts) and governance matters Experience of effectively managing resources to achieve value for money and provide a high quality service. Experience of supervising or mentoring more junior staff.	1, 2 1,2 1, 2	Local Government Experience Knowledge of subsidy control and local authority governance. Experience of procurement litigation or procurement challenges.	1, 2 1,2 1,2
Skills/Abilities	Ability to draft and negotiate a variety of legal contracts and other formal documentation with the objective of preventing or minimising risk to the Council. A clear and systematic approach to problem solving, including the ability to assess and evaluate business risk, and to present legal risks in the context of the client's needs Ability to communicate, both orally and in writing clearly and concisely at all levels, on standard and complex matters with Members, officers and other stakeholders Ability to represent the Council at meetings of the Executive/Committees and at meetings with other public authorities, Government departments, contractors etc. and give sound advice on matters of law and procedure.	1,2 1,2 1,2 1,2 1,2		

	Ability to independently manage a mixed caseload of commercial and procurement matters that would be considered to be highly complex and/or organisationally high profile. Strong analytical skills with the ability to quickly establish key issues and demonstrate an understanding of the client's business and service needs. Ability to plan, organise and prioritise own caseload managing competing demands effectively and consistently meeting deadlines Ability to elicit, analyse and evaluate relevant information in complex and sensitive situations and translate that information into clear, accurate and legally robust advice and effective documentation Competent ICT skills including basic keyboard skills, familiarity with word-processing packages, case management systems and simple databases or ability to acquire the same. Ability to work effectively under pressure, managing competing priorities and tight deadlines while maintaining high standards of performance, accuracy and client service	1, 2 1,2 1,2 1,2 1,2		
Equality Issues	Working Knowledge and understanding of equalities issues and legislation	1, 2		
Specialist Knowledge	Thorough knowledge and understanding of law and procedure relating to commercial contracts, local government, public procurement and collaborative procurement with other public bodies and of GDPR and its impact on public contracts.	1, 2	Knowledge of Property and Planning Law	1, 2

Education and Training	Applicants must be Admitted Solicitors, Barristers or Fellows of CILEX qualified in England and, in the case of solicitors, hold (or be able to obtain) a current practising certificate. A minimum of 6+ years' PQE is essential,	1,2,4		
Other Requirements	A minimum of 6+ years' PQE is essential Ability to attend Council offices and meetings as required.			

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act 2010, to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

(i) Equal Opportunities
(ii) Health and Safety
(iii) Data Protection Act (2018) & General Data Protection Regulation (2021)