

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Senior Lawyer Contracts	Grade:	PO8
Reports to (Designation):	Principal Lawyer - Place	Grade:	SMG3
Directorate:	Chief Executives	Section:	Legal - Place

Main Purpose of the job:

To handle more complex contract work arising and in particular deputise for the Principal Lawyer as appropriate in this major Council work area. This will include advice and assistance with legal documentation and negotiation with partners or preferred bidders in relation to joint commissioning initiatives with the Health Authority or other local authorities. Support the Principal Lawyer in advising and drafting contracts and protocols on a wide range of public private partnership arrangements. Provide advice on more complex procurement and tender documentation.

Summary of Responsibilities and Personal Duties:

1. Ensure that legal advice and assistance is provided efficiently and expeditiously both personally and by other staff within the Team. Manage and co-ordinate the work of staff and provide advice, guidance and direction as necessary.
2. Deputise for the Principal Lawyer as required.
3. Manage a group of staff within the Team on a day to day basis, as required by the Principal Lawyer.
4. Undertake as required (and in particular in any major work area allocated), a personal caseload of the more complex contract advice, and agreement preparation work.
5. Deal with the preparation of complex or unique forms of contract, specialised agreements, advise on any matters of contract law and prepare other complex or unusual documentation as above.

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6. To work flexibly as part of the Contracts Team and be willing to offer support and assistance to other lawyers in the wider Legal team as required.
7. Act as legal advisor to Members and Officers in connection with procedures or matters arising from the Committees attended and participate in the formulation of policy proposals for presentation to Committees. Deal with Ombudsman cases.
8. Attend Committees, as directed, to give such legal and general advice as may be necessary. Draft reports to Committee, if required, both on general departmental matters, and on specific items connected with own work. Scrutinize reports drafted by other directorates and consider legal implications of their committee reports, contributing as appropriate.
9. Introduce new procedures, as required, arising from new legislation, and improvements in efficiency or otherwise, in consultation with other affected departments and prepare any necessary documentation.
10. Keep abreast of all current legislation and professional requirements and inform and instruct colleagues as necessary. Present training courses and seminars for Members, Officers and others as necessary.
11. Undertake employment performance evaluation interviews on a regular basis for staff within the Contracts team and ensure that adequate training and development is provided to staff under Senior Lawyer's supervision.
12. Assist the Principal Lawyer in respect of Service Level Agreement negotiating and liaison with clients. Promote the image of Legal Services and assist in marketing Legal Services.
13. As required, co-operate and assist with any external review of Council performance, including by the Audit Commission and/or external inspectors and/or auditors.
14. General
 - (i) To carry out such other legal work and other tasks as required by the Principal Lawyer, Head of Legal Services or the Director of Law and Corporate Governance from time to time including work within other unrelated legal fields which can reasonably be regarded as within the nature, duties and responsibilities of the grade of the post.
 - (ii) Carry out the responsibilities of the post with due regard to:-

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- (a) the Council's equal opportunities policies;
- (b) health and safety requirements;
- (c) the need to promote the Council's Core Values and Legal Services objectives;
- (d) professional accountability to the Head of Legal Services and Director of Law and Corporate Governance.

(iii)

15. INTERNAL CONTACT

Advise Committees, Chairs, Members and Officers, including the Chief Executive as necessary. and contact all departments up to and including the Chief Officer level, including the Chief Executive to give advice as necessary.

16. EXTERNAL CONTACT

Frequent contact with solicitors in private practice, Officers of the Courts, Government Departments, local authority associations, other professionals and consultants, members of the press or public, and other statutory and local authorities as necessary over the range of work undertaken.

17. Career Grade Review

This post will be subject to the attached Career Grade Review Scheme.

All employees are required to participate in the Performance Appraisal schemes and to undertake appropriate training and development identified to enhance their work.

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET THE CHANGING NEEDS OF THE SERVICE.

Number of fully managed staff:2

Title:	Grade	No of posts
Lawyer Contracts	PO5	1
Lawyer Contract	PO2/3	1
Legal Assistant/Paralegal	SC4	1

Number of partially managed staff:

Title:	Grade	No of posts
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PERSON SPECIFICATION

JOB TITLE: Senior Lawyer Contracts

POST NO:

DEPARTMENT: Legal

GRADE: PO7 – PO8

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

Equality & Diversity

Commitment to implement the Council's Equal Opportunities policies **S**

Awareness of Equal Opportunities issues **S**

CUSTOMER CARE

Commitment to the highest standards and continuing improvement of customer care and enhancing client relations **S**

Knowledge

Advanced and substantial knowledge of the particular area of law and knowledge of its application in a local authority context **S**

Advanced and substantial knowledge of the particular area of law and knowledge of its application in a local authority context **S**

Knowledge of progressive strategic and operational management practice **S**

An advanced understanding of the issues facing local government and an ability to rise to them **S**

Knowledge of practice and procedure in Courts, tribunals and Inquiries **S**

Aptitude

Ability to use initiative and experience to analyse problems, make decisions and exercise proper professional judgement without reference to others

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Capability to work positively and imaginatively in conjunction with others at the most senior level in the authority and with partners to prepare and promote the Council's policies and generally to deal with issues progressively

Ability and willingness to carry out special tasks and/or projects contributing to or leading multi-disciplinary teams as necessary

Ability to work under substantial pressure

Robust but creative approach in the interpretation and application of the law

Skills

(Skills can only be used as shortlisting criteria if the skill is to be tested)

(To Be Tested – S)

Articulate and confident in oral and written presentation

Ability to present written information succinctly, accurately and clearly.

Ability to give clear and concise advice on the telephone, at meetings and in correspondence

Ability to draft complex and unusual legal documentation and deal with complex matters

Ability to assess priorities and meet conflicting deadlines

Ability to supervise, advise, guide and train less experienced staff

Experience

Substantial practical relevant experience of the appropriate area of work set out in the job description **S**

Experience of undertaking an extensive and varied legal caseload proficiently at a senior level **S**

Experience of managing staff and of ensuring performance of work programmes and objectives within strict legislative and other timescales **S**

General Education

Solicitor, Barrister or Fellow of the Institute of Legal Executives (or equivalent qualifications) or demonstration of equivalent competence

S

Personal Qualities

Ability to work as part of and lead and motivate a team of staff.

SAbility to contribute

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proactively to the management of the service through the management team and otherwise.

Dependable, self-reliant and self-motivating

Ability to anticipate problems and to develop appropriate solutions Ability to liaise effectively with clients and to control clients' work programme requirements

Commitment to service excellence **S**

Complete flexibility of approach to service provision **S**

Circumstances

Ability on occasions to work outside normal working hours

DBS Disclosure Required? **No** ☐ **Basic** ☐ **Enhanced** ☐

(Tick as appropriate – guidance available from your HR Advisor)

Physical

Generally candidates must meet the standard Lewisham requirements for the post

Proper standard of dress/appearance for Court attendance

Ability to travel to locations within and outside the Borough