

Job description

Procurement Lawyer (Commercial Contracts)

* Grade: PO3 - 5
* Reports to: Senior Procurement Lawyer
* Direct reports: None
* Your team: Commercial Team
* Service area: Legal Services
* Directorate: Resources

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| **Special requirements of the post** |
| Workstyle: Hybrid/Desk-based worker |

# Our mission

Islington is a place rich with diversity and culture. As a council our sense of purpose couldn’t be clearer: we serve. It’s in the logo. We are committed to challenging inequality in the borough and as one of the largest employers we know that to look after the place and the planet, we have to look after our people. **Together we can change the future**.

To do this, everyone who works at Islington Council lives by a set of values which guide us in everything that we do: collaborative, ambitious, resourceful, and empowering. They spell out ‘CARE’, which is what we think public service is all about.

# Overview of the role

To support the planning, coordination, and advisory services related to procurement law and commercial contracts for the Council's functions, ensuring that all legal work is performed to the highest standards of professionalism and client care.

# Key responsibilities

1. To undertake a substantial personal caseload of the more complex contract and commercial work including the provision of legal advice.
2. To draft, negotiate and conclude contracts for works, services and supplies and other legal documentation (including more complex and/or major contracts) so as to protect effectively the Council’s interests.
3. To investigate and give initial advice on contract claims by or against the Council including those arising out of building contracts.
4. To provide advice on procurement including standing order requirements, regulations, partnerships, externalisation vehicles and Best Value.
5. To maintain an up-to-date comprehensive knowledge of developments in the areas of law undertaken by the postholder and to disseminate that information and any implications for the Council to relevant Senior Council Managers and members of the Team as necessary.
6. (a) To draft reports to the Council, the Executive its committees and sub committees and other member and officer level meetings.
7. (b) to scrutinise, comment on and prepare legal implications for reports to the Council, the Executive and its committees and sub committees.
8. (c) to attend relevant committees, sub committees and other meetings to provide legal advice as required as the Director of Law and Governances’ representative.
9. (d) to ensure that relevant decisions of the Council and its committees including those relating to contracts, procurement, economic regeneration and best value are implemented, in the context of any legal constrains in an efficient and timely manner.
10. assist with litigation, advice, and general work of Legal Services as required.
11. prepare and present briefing papers and reports for the Chief Lawyer (Contracts), Assistant Director of Law (Commercial and Environment) and Director of Law and Governance as required.
12. To advise Senior Council Managers and members on legal issues arising out of the postholder’s work as required and where necessary to recommend changes in Council policy, practice and procedures to the Chief Lawyer (Contracts) and Assistant Director of Law (Commercial and Environment).
13. To ensure that the service is responsive to client requirements and that work undertaken is reflective of best practice and the performance targets contained within Service Level Agreements.
14. To meet the chargeable hours target for the post and to meet the agreed performance and quality standards as fixed by the Legal Services Management Team.
15. To work in a corporate and co-operative way both within the Team and within

Legal Services and with other Council Officers and members.

1. To be a member of appointment panels for staff within Legal Services, as required.
2. To assist with the training and development of staff, as required.
3. To undertake other duties commensurate to the grade as directed by your line manager.

### ADDITIONAL:

* + To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
	+ To achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed by the line manager.
	+ To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
	+ To carry out duties and responsibilities in accordance with the council’s commitment to customer service excellence and ensure compliance with the customer care standards.
	+ To be committed to the Council’s core values of public service, quality, equality and empowerment and to demonstrate this commitment in the way duties are carried out.
	+ To ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
	+ To carry out duties and responsibilities in accordance with the Council’s Health and Safety Policy and relevant Health and Safety legislation.
	+ At all times to carry out responsibilities/duties within the framework of the Council's Dignity for all Policy. (Equal Opportunities Policy).

## Compliance

Ensure legal, regulatory and policy compliance under GDPR, Health and Safety and in area of your specialism identifying opportunities and risks and escalating where appropriate.

# Person specification

You should demonstrate on your application form how you meet the requirements of the role. Please ensure that you address the criteria as this will be assessed to determine your suitability for the post.

## Criteria

### Knowledge, experience, and skills

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| **Point** | **Criteria description** | **Essential/desirable** |
| 1 | Admitted solicitor or qualified barrister in England (or comparable jurisdiction) or fellow of Institute of Legal Executives. | Essential |
| 2 | A minimum of two years’ post-qualification experience in the legal profession or exceptional experience of shorter duration. | Essential |
| 3 | A thorough knowledge of the law relating to public procurement:* Public Contracts Regulations 2015
* Procurement Act 2023
* Procurement Regulations 2024 1985
* Subsidy Control Act 2022
* Provider Selection Regime 2024
 | Essential |
| 4 | A thorough knowledge of Contract Law (including construction law) | Essential |
| 5 | Ability to draft and negotiate complex contract documentation | Essential |
| 6 | Ability to assist with the training, supervision and development of staff | Essential |
| 7 | Ability to communicate well in writing and verbally, with good presentation skills. | Essential |
| 8 | Ability to use Information Technology for the purpose of casework and the provision of management information. | Essential |

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| **Point** | **Criteria description** | **Essential/desirable** |
| 9 | Ability to comply with good practice management standards as laid down by the Law Society or other relevant body. | Essential |
| 10 | Ability to work as part of a team. | Essential |
| 11 | Ability to adhere to the Council’s Dignity for All policy. | Essential |

**Our accreditations**

Our accreditations include: the Healthy Workplace award, Timewise, London Living Wage Employer, Disability Confident Committed, The Mayor’s Good Work Standard, Stonewall Diversity Champion, and Time to Change.

