

Job Title	Law and Governance Assistant		
Job Number	TBC		
Grade (if known)	3		
Directorate	Corporate Services		
Business Unit /Section	Law and Governance		
Preparation Date	February 2021		
Responsible to (job title)	Interim Procurement and Contracts Manager		
Responsible for total number of direct reports	0	Responsible for total number of staff managed	0
Main purpose of job			
<ol style="list-style-type: none"> 1. The majority of the role will be providing administrative support to the Procurement and Contracts Team on a day to day basis as required. 2. To provide administrative support to the Legal Services Team on a day to day basis as required. 3. To provide support to the wider Law and Governance Business Unit if required 			
Main responsibilities			
<ol style="list-style-type: none"> 1. To support the delivery of high quality administrative technical services throughout the Procurement and Legal teams. 2. To monitor the Procurement team inbox responding to internal and external customers in a timely and accurate manner with a proactive and helpful attitude. 3. To monitor and manage the corporate contract register on behalf of the procurement team, ensuring updates are completed in a timely and accurate way. 4. Where required, providing support and assisting in the management of the Council's electronic tendering portal. 5. Take minutes at meetings 6. To undertake all aspects of legal administration including the opening and closing of electronic files, raising purchase orders and the payment of invoices, preparation and binding of legal documents ready for signature, affixing the council's seal to documents. 7. Where required, assisting in the maintenance of the legal case management system including providing reports on performance and time recording 8. Where required, supporting the Head of Service, Legal Services Manager, Team Leaders and shared legal services members in the organisation and administration involved in the provision of high quality legal services. 9. To assist with the collection of, and administration of key performance indicators and data. 			

Key tasks

1. To liaise with Officers and contract organisations to ensure the timely, accurate collection and input of contract data as and when required.
2. To monitor the shared procurement team inbox, responding to email enquiries in a timely and accurate manner.
3. To keep the procurement and contract area of the council's intranet and website up-to-date at all times including the Contracts Register and potential supplier guidance.
4. To keep the procurement and contract area of the Council's G Drive (electronic shared storage area) up-to-date at all times ensuring data is stored and disposed of in accordance with relevant retention and disposal policies.
5. To plan, schedule and administer meetings including venue/room booking, providing supporting documentation as needed (agenda, previous minutes) and taking minutes.
6. To assist and support the Procurement and Contracts Team in the delivery of a co-ordinated and focussed service.
7. To report on key performance data as requested
8. To undertake all aspects of legal administration including providing copies of legal documentation, the opening and closing of electronic files, raising purchase orders and the payment of invoices, preparation and binding of legal documents ready for signature, affixing the council's seal to documents.
9. Where required, assisting in the maintenance of the legal case management system including providing reports on performance and time recording
10. To undertake such work as senior management may determine which is compatible with the responsibility levels of the post.
11. To comply with any relevant regulations, professional standards, the council's policies and procedures and appropriate legislation (including legislation on data protection, equalities, health and safety and safeguarding children and vulnerable adults)'.

Essential User	No
Special features and/or equipment <i>(anything 'out of the norm')</i>	<p>Ability to work outside 'normal' office hours and some manual handling may be required in order to fully support the administrative function of Legal Services.</p> <p>A majority of staff are currently working from home, but it is the expectation that in order to assist with legal administration the employee will work in the office as requested by the legal manager and team leaders.</p> <p>Some off-site working and travel to neighbouring councils (for which travel will be paid) may be required.</p>

This document sets out the main dimensions of the job it describes. It does not define all individual tasks, which may be expected to change from time to time to meet operational needs.