

## JOB DESCRIPTION

<b>Job Title</b>	Principal Lawyer - Contracts		
<b>Job Number</b>			
<b>Grade (if known)</b>	9		
<b>Directorate</b>	Finance and Resources		
<b>Business Unit /Section</b>	Law and Governance/Shared Legal Services		
<b>Preparation Date</b>	October 2019		
<b>Responsible to (job title)</b>	Property and Contracts Team Leader		
<b>Responsible for total number of direct reports</b>	0	<b>Responsible for total number of staff managed</b>	0
<b>Main purpose of job</b>			
<ol style="list-style-type: none"> <li>To provide legal advice and services to the council and others to whom we provide a service on a wide range of non-routine cases where substantial legal knowledge, skills and experience are required.</li> </ol>			
<b>Main responsibilities</b>			
<ol style="list-style-type: none"> <li>To work with and advise officers, Members and project teams of the Council and others to whom we provide a service on matters relating primarily to contract and procurement law and practice, including high value and complex contracts for the provision of frontline/key services to the Council, agreements relating to the provision of shared services and/or other commercialisation arrangements</li> <li>To support the procurement and contracts team, and other officers as necessary, on any procedures and activities governed by the Council's Contract Standing Orders and to draft and/or review relevant documentation including all forms of contracts/agreements, Memoranda of Understanding and funding/grant agreements</li> <li>To protect and promote the council's interests in the course of all advice, drafting, and negotiations, and to ensure that all deadlines are met and procedures are followed correctly and in compliance with all relevant procurement laws and regulations</li> <li>To develop and maintain effective client relationships</li> <li>To support performance monitoring by ensuring that relevant information is recorded as instructed</li> <li>To be responsible and accountable for the delivery of personal tasks and outcomes allocated to the post holder</li> <li>To undertake training to ensure legal knowledge is kept up to date</li> </ol>			

## Key tasks

1. The post holder will deal with all such areas of law as may from time to time be allocated to them, though the primary focus of this post relates to contract and procurement law and practice
2. To attend such committees, panels, working parties, project team meetings and other fora as may be allocated by managers for the purposes of offering legal advice or taking instruction.
3. To work with external organisations as required e.g. service providers, funding organisations, professional advisers, legal consultants etc
4. To draft all such legal documentation as may from time to time be required including contracts relating to services, works and supplies, professional appointment agreements, collateral warranties, Memoranda of Understanding, Service Level Agreements, letters of intent, performance bonds, parent company guarantees, funding/grant agreements, instructions to counsel and contract default notices
5. To provide legal implications and advice for inclusion in reports to senior officers and members.
6. To provide advice to mitigate the risk of the Council facing legal challenges and to ensure proper performance of contracts, carry out legal appraisals and assessments of procurement processes and establish lawfulness, best practice and identify any legal issues and implications
7. To support senior managers in delivering the council plan and business unit plan effectively, efficiently and on budget.
8. To identify, propose, lead and deliver on opportunities to improve efficiency, effectiveness and behaviours.
9. To be a role model and mentor to other members of the Property and Contracts team and to assist junior members of the team by providing advice and support where necessary
10. To carry out all such other legal and other tasks that may from time to time be allocated by managers
11. To ensure that service delivery complies with current regulations, accepted 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 (anything 'out of the norm')

1. In collaboration with other team members staff are available in Legal Services between 08:30 hours and 17:30 hours at all relevant office locations; accordingly the post holder must liaise with colleagues throughout Legal with a view towards achieving this.
2. The post holder will be required to work from both Basingstoke and Deane Borough Council offices and other client locations to whom we provide a service
3. As is commensurate with the work of a principal lawyer, tasks may need to be completed outside

	<p>normal working hours (evening/ weekends) to meet deadlines. Committee and working party meetings etc are also usually held outside normal working hours</p> <p>4. Whilst always ensuring that the council acts lawfully, clients must be assisted in achieving their aims and objectives and in the event that a client's proposed way forward is not practicable, then alternatives to achieve the same ends should be proactively provided and suggested</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.*