Job title: Lawyer and Senior Lawyer (Commercial/Contracts)

Directorate/Service/Team: Legal and Democratic Services, Legal Services, Commercial/Contract Team

**Organisation structure**

Reporting to: Legal Business Partner (Commercial/Contracts)

Responsibility for:

As a provider of support services Legal Services supports all Directorates and their work to deliver the Council’s outcomes providing a wide range of legal support for the whole council: working beyond group, Service and Directorate boundaries is essential for the effective working of the Council, Department and Service.

Legal Services is critical in ensuring that in all its activity the Council works within and through the law.

The Service has six teams:

* Children’s
* Adult and Litigation
* Commercial/Contracts
* Property
* Regulatory
* Local Land Charges

Each team is supported by legal administrative and/or support officers.

**Commercial/Contracts Team**

The work of the team covers contracts and capital projects, alternative service delivery models and commercial arrangements. The work of the team is divided between the Business Partner, 1 Senior Lawyer, 2 Lawyers, a paralegal and 3 support officers.

The Commercial/Contract legal officers provide support to officer and members across all of the Council’s Directorates as well as some client bodies including Dorset and Wiltshire Fire and Rescue Authority and school governing bodies.

**Lawyer**

Each Lawyer is expected to give advice and undertake transactional work across a wide range of subject areas.

The work of the legal contracts and commercial team may include, contract advice, drafting and negotiation, advice and support with contract tenders, quotes and general procurement, advice about contract and procurement disputes and challenges, commercial advice including in relation to council owned companies and establishment and formation of new alternative delivery models, advice and drafting relating to academy conversions and advice about council governance, officer authorities and decision making.

In carrying out this role the Lawyer may be required to:

* Work with colleagues in the procurement team to assist and advise on procurement processes.
* Draft and negotiation of a wide range of contract and commercial documentation.
* Development, maintenance, guidance and use of template documents.
* Advice on new legislation as well as existing law;
* Assistance in resolution of contract, commercial and procurement disputes;
* Instruction of Counsel and other external advisers.

While all posts within Legal Services are intended to support internal Council Directorates any member of staff may be asked to:

* Support external clients.
* Support other team members in their work for other directorates.
* Provide cover for other team members.
* Support other team or service members in their work for other Directorates.
* Provide cover for other team members
* Swap and share Directorate Responsibilities with other team members permanently or temporarily for business reasons including hr need to enable each team member to develop expertise across a broad range of work.

**Senior Lawyer**

In addition to the requirement of a Lawyer, Senior Lawyers will be expected to personally undertake work of a complex nature and act as a lead specialist within their area of expertise and team within Legal Services.

They will also be required to:

* Provide formal and informal supervision (including guidance and support) of the legal work of other team members.
* Conduct formal line management and supervision od staff as delegated or who report directly to them, which should include as a minimum monthly 1-1 meetings and formal PDR meetings.
* Arrange and provide training for Legal Services and other Council staff, Elected Members and external clients.
* Support the Business Partners and Head of Legal Services in the collation and reporting of management, performance, workload, target and budget data and information.

**Travel requirement**

None.

**Other information**

There is a requirement for a standard DBS check for this role and the role is also politically restricted.

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| **Context statement prepared by:** | | | |
| Manager |  | Date | September 2024 |