Job Title

Senior Legal Executive/Solicitor/Barrister (Level 1) – Contracts  
Grade: 11

Our Vision

A county where big ambitions, great connections and greener living give everyone the opportunity to prosper, be healthy and happy

Our Outcomes

Everyone in Staffordshire will:

* Have access to more good jobs and share the benefit of economic growth
* Be healthier and more independent for longer
* Feel safer, happier and more supported in their community

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* Ambitious – We are ambitious for our communities and citizens
* Courageous – We recognise our challenges and are prepared to make   
  courageous decisions
* Empowering – We empower and support our people by giving them   
  the opportunity to do their jobs well.

About the Service

Staffordshire Legal Services is a support service within the Corporate Services Directorate. It provides quality services, within resources, promoting Staffordshire County Council’s pursuit of excellence.

Staffordshire Legal Services also provides services to a range of external clients which are effective, customer friendly and provide value for money.

We endeavour to deliver by taking into account our customer commitments, our values and our individual targets.

Reporting Relationships

Responsible to: Team Senior / DLSM (Contracts)

Responsible for: (Not applicable)

The post holder must either be a Solicitor, Fellow of the Chartered Institute of Legal Executives, or be a qualified Barrister. Conduct very complex legal case work requiring a very good understanding of their area of specialism and the County Council’s and other client’s procedures and structures. Complexity can be depth of knowledge required or experience of working within a diverse legal environment, for example organising / working with other professionals, courts, witnesses and external stakeholders.

The post holder must have an extensive understanding of the law relating to the post and whilst no previous local government experience is necessary, they must be able to demonstrate a comprehensive understanding of the work done by this Council.

This post can entail the supervision of other staff (upon request) by way of providing support and appropriate cover (within Grade) for staff above this grade. The post holder will therefore provide formal training and guidance for more junior fee earners and also undertake workload reviews (on request). Also on request the post holder may be required to undertake supervision and sickness management of junior staff. Also cover for other colleagues during periods of holiday. All fee earning post holders must have a commercial awareness and behaviors applied to the mixed range of clients. The requirement for non-fee earning work is anticipated to be limited and accordingly the normal expectation for a full time post such as this would be that a 1,350 chargeable hours per annum fee earning target be achieved, but individual targets will be determined by the Head of Law.

**Key Accountabilities**

1. Conduct of legal case work (principally the drafting/vetting of contracts and giving advice) relating primarily to corporate procurement contracts/projects and the conduct of related negotiations and managing large scale commercial and corporate procurement projects for all directorates within the County Council and other external public sector clients (and conduct of related negotiations) including:

1.1 Legal research and advice on procurement law/state aide/contract law;

1.2 Drafting, negotiation and completion of commercial contracts/tender documentation (and other related one off, or standard form/model documents) for goods, works, equipment and/or services;

1.3 Provision of robust client focused advice regarding contract standing orders, financial regulations and all other applicable legal and practical constraints;

* 1. Provision of legal procurement advice regarding the sourcing, establishing, registering, incorporation, use and running of the appropriate legal and corporate vehicles and other incorporated and unincorporated bodies including but not limited to, Companies limited by shares and guarantee, Community Interest Companies, Charities, Social Enterprises, Local Enterprise Partnerships and other “vehicles” or “entities” used in the course of establishing and conducting and running joint venture arrangements between public sector and private sector organisations;
  2. Drafting, vetting, assisting negotiation of documentation arising from the choice of legal vehicle specified in 1.4 above. For example, constitutions, terms of reference, objects and articles of association etc.
  3. Providing legal and commercial advice on grant conditions, including but not limited to European funding and also providing legal advice on Committee procedures and attendance;
  4. Experience of providing legal, commercial and project advice in relation to building, refurbishment, design and build and civil engineering contracts and projects including –
     1. Advice regarding professional appointments, collateral and associated warranties and guarantees;
     2. Experience in advising on, drafting, amending, negotiating construction standard contracts including JCT, NEC3, ICE and resolving and litigating on disputes in relation thereto;
     3. Familiarity with and awareness of JCT, NEC3 and ICE in respect of adjudication, arbitrator or litigation thereon will be an advantage;
     4. The undertaking and management of a personal caseload of complex procurement and commercial contracts and projects; and
     5. Close liaison with the Team Senior Solicitor for the Contracts Team and other members of the Contracts Team and Legal Services.
  5. Conduct (as and when capacity permits) of legal case work and provision of advice relating to a wide range of other major / complex procurement projects and corporate contracts (including ICT contracts as and when required) for all Directorates of the County Council and also for relevant external public sector clients in Staffordshire (via ‘Selling services’) including the undertaking and management of a personal caseload and the ability to lead and manage projects generally and legally;
  6. Adherence to the Legal Services’ quality standards (‘Lexcel’ Law Society Practice Management Standard) including time-recording and contributing to the process of securing re-accreditation as and when.
  7. The undertaking of in-service training as required and participation in the in-service training of other staff.
  8. To comply with employee’s health and safety responsibilities.
  9. Such other duties as may reasonably be required, including investigation of complaints.

**Additional**

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| Car Allowance | Casual |
| Worker type | Flexible |
| Flexi time | Yes |

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

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| **Minimum Criteria for Disability Confident Scheme \*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications**   * Qualified solicitor with practicing certificate or equivalent as per job description. | A |
| **employer_small**  **employer_small**  **employer_small** | **Knowledge and Experience**   * Extensive experience in the relevant field in a legal environment * A good understanding of County Council processes and procedures. * An appreciation of the political environment and an appreciation of wording with councilors. * Competently manage a case load of relevant complexity. * Demonstrate knowledge and understanding of the theory and principles underpinning the relevant field or discipline. * Utilise professional knowledge, combined with an understanding of council policy, to advise upon or determine the appropriate course of action. * Ability to work autonomously, planning and prioritising own workload, in order to achieve the goals, targets and responsibilities. * Knowledge and understanding of staff supervision and development. * Be able to provide analysis or explanations for others and translate technical or procedural understanding into appropriate language and/or information. * Understand how to persuade and negotiate in an assertive manner whilst being sensitive to the views of others. * Ability to analyse situations, determine problems and identify appropriate solutions within grade. * Knowledge of project working and methodology. | All by A/I |
| **employer_small** | **Skills**   * To be able to contribute the team by supporting, influencing and motivating others. * Ability to work under pressure. * Ability to work on own initiative. * Customer focused, with a solutions driven approach. * Ability to communicate effectively using different channels. | A/I |

**employer_small** If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language, on cassette or disc, please ask us by contacting

Talent & Resoutcing Team on 01905 947446

**Shared Services on 01905 947446**