

Oxford City Council

Building a world class city for everyone

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Career Opportunity

Job Title	LAWYER: CONTRACTS AND COMMERCIAL
Job reference	HR use only
Service Area / Directorate	Law and Governance / Corporate Support Services
Salary and Grade	G10: £51,308 to £53,232 per annum - (pro rata for part time)
Contract	Permanent
Hours per week	37 hours
Location	Oxford - St Aldate's Chambers/Work from home

The role

We are looking for a dynamic and experienced contracts and commercial lawyer to join our well respected in house Legal Team to lead on all legal aspects of contracts and commercial transactions in connection with the Council's Services.

This is an exciting time to join the Law & Governance team which operates at the heart of Oxford City Council and is responsible for the democratic and political management arrangements of the Authority including the conduct of elections, corporate and Ombudsmen complaints and the provision of a full and varied range of legal services.

As the successful candidate you will be an expert in your field with the ability to handle complex contract and commercial work. As well as having the technical ability you will need to show yourself to be confident, professional, enthusiastic, a creative thinker that can influence and drive progress and able to give clear and credible advice to senior officers and elected members.

You will also be a proactive team player, flexible in approach with a willingness to get involved in all areas of the Service's work and keen to play a prominent role in helping the Service to develop and improve.

If you feel you meet this criteria and can demonstrate as such in your application, are enthusiastic and highly organised and, motivated by working for an inclusive and diverse organisation that is determined in its ambition to build 'a world class city for everyone', ensuring 'excellent public services are at the heart of everything we do', then we would love to hear from you.

About us

Oxford City Council prides itself on delivering high quality, cost effective public services and is one of the most efficient, effective and ambitious councils in the country. Oxford is a vibrant and dynamic city with a global reputation and the Council sits at the centre of it all. With high aspirations for our services and employees, we are a multi award winning Council and an evolving organisation that plays an influential role in the success of the city. Working closely with our partners, we are driving a progressive agenda that is building stronger communities, tackling climate change and helping the economy to thrive. We are accredited with the Customer Service Excellence Quality Mark which helps us to ensure that the customer is always placed at the heart of everything we do.

With over 700 staff dedicated to delivering the best service possible to our communities this is an exciting time to be working in Local Government. We focus on improving outcomes for local people and you might be surprised at the range and quality of the services we provide.

We offer a fantastic range of staff benefits that include generous holiday (from 28 days a year plus bank holidays), local government pension scheme, subsidised leisure membership, discounted travel and flexible working in many roles. We offer well-defined opportunities through our learning and development programme. We also have an employee wellbeing programme, an employee assistance programme and support via our dedicated occupational health service.

How to apply

More information is available on the role profile document. Please read this document to ensure that you meet our requirements. More information about working for the Council, our values and vision, is available on our website.

Applications should be made via our online application system (no CVs please).
For further information and how to apply online, please visit www.oxford.gov.uk
If you are unable to access our website please call **01865 252848**.

Note: For roles that require a DBS Certificate (Enhanced and or Barred List check), candidates are required to supply their complete work history. Please ensure you explain any gaps in your work history. **Information: It is intended to conduct interviews via a video conferencing platform such as Zoom or Jitsi; please contact us if this is not an option for you. For this role the successful applicant will do a combination of working in Oxford and from home. You should ensure that you have reliable and secure wifi access; a suitable workspace and are prepared to undertake distance learning and training.**

Closing Date: 15 July 2022

Late applications will not be processed

Interview Date(s): Week commencing 25 July 2022

For an informal discussion about the post please contact Marcia Eccleston on 07483010072 (email meccleston@oxford.gov.uk) and Susan Sale on 07766775716 (email: ssale@oxford.gov.uk)

We are an equal opportunity employer:

We value the diversity of our people and actively seek to have a workforce that represents the rich diversity of the community we support. We have policies in place to ensure that every applicant and employee can flourish and succeed. Currently we are underrepresented in some areas, and would particularly welcome applicants from BAME communities. All applicants will be given fair consideration for work and will not receive less favourable treatment on the grounds of any protected characteristic.





Role Profiles

Role information

Job Title	LAWYER: CONTRACTS & COMMERCIAL	Position No.	HR use only
Position type	Permanent	Hours per week	37 hours
Grade and Salary Range	G10: £51,308 to £53,232 per annum - (pro rata for part time)		
Location	Oxford		
Service Area / Directorate	Law and Governance		
Responsible To	Team Leader Lawyer: Major Projects, Contracts and Property	No. of employees	N/A
Budget (£)	N/A	Assets	N/A
Rehabilitation of Offenders Act 1974	Not Exempt	Additional Screening	N/A
Candidate Screening	Not required		
Political Restriction	This post is politically sensitive		

Role purpose

- To be the Council's lead lawyer on important strategic contracts and commercial matters and to advise the Council or its companies as appropriate.
- To draft, negotiate, approve and advise on contracts, terms of business and agreements arising from all the Council's functions and partnerships, including grant, loan, security, funding, service level and settlement agreements, construction, JCT, NEC3, NEC4, service, consultancy and IT contracts.
- To advise on more complex contracts and commercial arrangements, subsidy control, procurement procedures and documents, including [EU and UK procurement regulations as they develop and relate to the Council and the Council's contract and finance rules.
- To work in partnership as appropriate with external bodies and advisors and officers within other Council departments on major development agreements and other regeneration projects.
- To work collaboratively with all members of the Law and Governance Service to deliver excellent quality services across the full range of functions provided by the Service.

Role responsibilities and main duties

- To perform in an effective, timely, courteous, professional and flexible manner the duties of a qualified lawyer.
- To provide efficient, effective and pragmatic legal advice and assistance to the Council and other clients.

- To personally represent the Council and other clients before the courts, tribunals and public inquiries in matters as required.
- To work effectively with officers and members of the Council and with other clients.
- To attend, provide legal advice and assistance to and prepare reports for officer and member meetings (including evening meetings) of the Council and other clients.
- To draft and negotiate the full range of legal documents without supervision.
- Contribute effectively to the implementation, development and maintenance of the Lexcel Practice Management Standard (including the Quality Manual) and to other quality assurance programmes, including Investors in People and Customer Service Excellence, across the service.
- Effectively use the Legal Services case management system (including the full suite of Modules), the time recording system, the deeds management system and other corporate and local systems and applications.
- Promote the Service and seek opportunities to do legal work for external clients.
- To support, mentor, coach and generally develop legal colleagues in relevant legal work.
- To provide professional supervision and monitor and manage the full range of relevant legal work.
- To contribute to effective decision making and governance arrangements within the Council and to be aware of/be familiar with the terms of the Council's constitution.
- To support proactively continuous corporate and service improvement.
- To act as an ambassador for the Council and the Law and Governance Service.
- To contribute to corporate and service projects as required.
- To contribute to recruitment, induction and performance management as required.
- To deputise for Legal Services Team Leaders, the Legal Services Manager and the Head of Law and Governance as required.

The duties and responsibilities set out in this role profile are indicative of the role. They are however, subject to change and you will be required from time to time to undertake other duties commensurate with your grade.

Our commitment to Safeguarding

Oxford City Council is committed to safeguarding and promoting the welfare of children, young people and adults at risk and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

Who we are looking for

Candidates will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. Each of the criteria below will be measured through, the application form (A), interview (I), test/exercise (T) or documentation (D).

Essential Criteria	A	I	T	D
Qualified Solicitor or Barrister or Fellow - Chartered Legal Executive	✓	<input type="checkbox"/>	<input type="checkbox"/>	✓
Considerable post qualification experience and an up to date knowledge of the law and practice relating to contracts and commercial matters and other relevant legal work	✓	✓	✓	<input type="checkbox"/>
Excellent track record of competently performing a broad range of contract and commercial and procurement work (including complex and high profile matters such as Company law and debentures) with minimal supervision	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>

Proven ability and experience of successfully negotiating and drafting the full range of detailed legal reports/documents without supervision and, of providing relevant advice to local authority members and at officer meetings or equivalent	✓	✓	✓	<input type="checkbox"/>
Ability to work in partnership and as part of multi-disciplinary project teams with colleagues, external organisations and councillors and to foster good working relationships at all levels	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Excellent written and verbal communication and skills	✓	✓	✓	<input type="checkbox"/>
Experience of working under pressure and to tight deadlines and to deliver good quality work against agreed priorities	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Ability and willingness to attend Committee meetings and other evening meetings (including outside the area)	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Experience of deputising for Managers or other senior colleagues as required	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to contribute to new ways of working and other change initiatives	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of extensive continual professional development and implementation of learning	✓	✓	<input type="checkbox"/>	✓

Desirable Criteria	A	I	T	D
Knowledge of Teckal companies and prior experience of advising such companies would be advantageous.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Experience of providing commercial property and regeneration legal advice in a local authority setting	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Experience of providing legal advice to companies or other corporate bodies	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Experience of coaching and mentoring colleagues	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Experience of using IKEN or other legal case management systems	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Experience of working to Lexcel or a comparable quality standard	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
An up to date knowledge of other areas of local authority legal work	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Diploma in Local Government Law	✓	<input type="checkbox"/>	<input type="checkbox"/>	✓

Notes to candidates

In addition to the above criteria, Oxford City Council has developed and embedded a suite of values and behaviours. Full details of these can be found on our web page, under Working for Us. Please familiarise yourself with these values and behaviours. If you are invited for interview you will be asked questions based on them.