

# Oxford City Council

Building a world class city for everyone

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## Role Profiles

### Role information

Job Title	<b>LAWYER: CONTRACTS &amp; COMMERCIAL</b>	Position No.	HR use only
Position type	Permanent	Hours per week	37 hours
Grade and Salary Range	G11: £59,622 to £61,691 per annum - (pro rata for part time) plus market Supplement of £7,000 - £14,000 DOE, fixed for 2 Years		
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	✓	✓	✓	<input type="checkbox"/>

supervision and, of providing relevant advice to local authority members and at officer meetings or equivalent				
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.