



ROLE PROFILE FOR CORPORATE, CONTRACTS AND PROCUREMENT LAWYER

Role Title: Corporate, Contracts and Procurement Lawyer

Service: Legal Services

Location: Surrey Heath House, Knoll Road, Camberley, Surrey, GU15 3HD

Reporting To: Deputy Head of Legal Services

Role Purpose

The main emphasis of this role is to provide high quality legal advice and support on contracts procurement and commercial matters to the Council and its departments, ensuring compliance with relevant legislation, regulations, and internal governance. However, this role will also provide support in the Legal teams in area of Property Law and Litigation as necessary and appropriate.

Main Duties and Accountabilities

Knowledge and Expertise

- To provide timely and accurate legal advice and support on all aspects of public sector contracts, procurement, and commercial law.
- Draft, review, and negotiate a wide range of contracts, including but not limited to service contracts, construction contracts (JCT/NEC), framework agreements, collaboration agreements, and funding agreements etc.
- To manage a caseload of commercial contracts and procurement cases, to advise and prepare documents to a high professional standard in relation to



the supply of goods and services and works. These will include bespoke and standard contracts and agreements.

- Advise on procurement processes, including compliance with the Public Contract Regulations and associated caselaw.
- Support departments across the Council with legal input into tendering exercises, contract management, and risk mitigation.
- Maintain accurate and up-to-date records, ensuring compliance with professional standards and regulatory requirements.
- To support other members of the Legal team in Property and or Litigation work as necessary.

Creativity and Innovation

- To draft contracts and agreements to meet the client department and Council objectives in line with good practice and legal and regulatory requirements.
- To periodically review all relevant standard contracts and agreements within the areas of responsibility to ensure that they are up to date and identify appropriate improvements in processes and procedures relevant to the section.

Financial Accountability

- To ensure sufficient budget and appropriate Council authority has been obtained for the contracts this post is instructed to draft.
- To provide a cost effective and efficient service to the Council.

Impact upon the Organisation & the Community

- Monitor legal developments and changes in relevant legislation and ensure the Council is informed of any implications.



- Assist with the development and implementation of internal policies and procedures relating to contracts and procurement, such as the Council's Contract Standing Orders.
- To attend client liaison meetings and corporate meetings to advise on contract and procurement law as required.

Initiative & Independent Action

- To work with minimum supervision on contract and procurement casework and in accordance with the risk profiles relevant to this post. However, appreciating the importance of keeping the Head and Deputy Head of Legal and Democratic Services briefed on high profile cases.
- To provide pragmatic legal advice across finding appropriate solutions to meet Service area needs whilst ensuring these are legally and constitutionally compliant.
- To undertake research to provide advice to the Council in the areas of contract law specifically and support the Legal team in Property and Litigation as required.

General

- Contribute to the effective operation of the Legal team and the provision of high-quality legal advice to the Council.
- To undertake any other duties as required by the Head and Deputy Head of Legal and Democratic Services commensurate with the level of the post.
- This post is politically restricted under section 2 of the Local Government and Housing Act 1989.

Continuous Professional Development

- Keep up to date with changes in law, practice and procedure in contracts and procurement and other areas of law undertaken by the post holder, such as property and litigation law.



Customers and Contacts

Important Internal Relationships

- Collaborate primarily with client departments focused on contracts and procurement, with occasional involvement in matters related to Property and Litigation.
- Support the efficient and effective operation of the Legal Team.

Important External Relationships

- Represent the Council in negotiations with external contractors, service providers, and Solicitors.
- Instruct Counsel and or external Solicitors to undertake contract, property, or litigation work on behalf of the Council in appropriate cases with client approval and ensuring there is sufficient budget to cover the cost of such instructions.

Additional Requirements

- To continuously suggest/improve and/or update processes and procedures by digitalisation and streamlining with a view to maximising effectiveness, efficiency and to enable data sharing.
- To work collaboratively with colleagues in accordance with our corporate values and policies to achieve the Council aims and objectives.
- Ability to work from home if required, with access to reliable fast broadband connectivity.
- No contra-indications in personal background or criminal record indicating unsuitability in this role.
- Legally entitled to work in the UK.



- **Ability to participate in the Council's out of hours Civil Emergency arrangements.**
- **Carries out any other duties commensurate with the grade of this post as is required of the Council.**



Job Title - Person Specification

Qualifications and Training

Criteria	Essential or Desirable	Application, Interview or Assessment
Solicitor, Barrister or Fellow of the Chartered Institute of Legal Executives (CILEX) or close to achieving such qualification	Essential	Application
Current practising certificate or eligible to obtain one	Essential	Application

Knowledge and Experience

Criteria	Essential or Desirable	Application, Interview or Assessment
Experience of advising on public sector contracts and procurement law	Essential	Application and Interview
Strong knowledge of the Public Contract Regulations	Essential	Application and interview
Demonstrate experience of drafting and negotiating commercial contracts	Essential	Application and interview
Experience working within a local authority environment.	Desirable	Application and interview
Knowledge of the legal framework for local government decision making	Desirable	Application and interview



Skills and Relations with People

Criteria	Essential or Desirable	Application, Interview or Assessment
Willingness to support the Property and Litigation Lawyer(s) with their area or work as appropriate.	Desirable	Application and interview
Experience of providing legal advice in a local government setting.	Desirable	Application and interview
Excellent written and oral communication skills.	Essential	Application and interview
Ability to analyse and evaluate problems and to define and implement solutions	Essential	Application and interview

Creativity and Innovation

Criteria	Essential or Desirable	Application, Interview or Assessment
IT Literate	Essential	Application and interview
Flexible approach to work	Essential	Application and interview
The ability to work without close supervision	Essential	Application and interview
The capacity to work comfortably with many tasks at any one time.	Essential	Application and interview



Financial Accountability

Criteria	Essential or Desirable	Application, Interview or Assessment
Understanding of Local Government finance and budgetary requirements related to contract and procurement work	Desirable	Application and interview
An awareness of budgetary constraints affecting Council projects and related contracts, with the ability to identify and raise any financial concerns in a timely manner.	Essential	Application and interview
Commercial awareness and ability to support the delivery of a value for money service.	Desirable	Application and interview

Impact upon the Organisation and the Community

Criteria	Essential or Desirable	Application, Interview or Assessment
A team player who can collaborate with colleagues in the legal team and across the Council	Essential	Application and interview
Commitment to public services and the Council's values particularly customer care.	Essential	Application and interview



Initiative and Independent Action

Criteria	Essential or Desirable	Application, Interview or Assessment
The ability to suggest imaginative solutions to meet client and Council objectives.	Essential	Application and interview
The ability to undertake legal research and advise on the best way of progresses contract and procurement cases.	Essential	Application and interview
The ability to work in different areas of law in addition to contract and procurement such as Property and Litigation Law as required.	Essential	Application and interview

Additional Requirements

Criteria	Essential or Desirable	Application, Interview or Assessment
High professional integrity and confidentiality	Essential	Application and interview
The ability to work independently and collaboratively as part of a team	Essential	Application and interview

Safer Recruitment & DBS Requirements

- Our organisation is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults, and expects all staff to share this commitment.
- No Check Required

