

JOB DESCRIPTION	
Job Title:	Lawyer (Contracts & Procurement)
Office:	LGSS Law Limited
Directorate:	Corporate
Reports to:	Principal Lawyer (Contracts and Procurement)
Grade:	Grade MB3
Location:	Northampton
Hours:	Full Time (37 hours)
OVERALL PURPOSE OF THE JOB	
<p>To provide professional and innovative legal service to a single client organisation predominantly regarding contracts, procurement and trading and corporate law and other associated areas of legal practice where necessary.</p>	
MAIN ACCOUNTABILITIES	
<ol style="list-style-type: none"> 1. To act as a legal advisor to a single client organisations in contract and procurement law to ensure compliance with statutory duties and obligations and to protect the best interests of the client organisation. 2. To provide legal advice on the disaggregation of a single client organisation with regard to its contract register. 3. Preparing, negotiating and advising on all aspects relating to multiple contract and procurement matters including PFI. 4. Advising and negotiating on large projects involving multiple agencies and client interests. 5. Act as a source of legal advice and support to any of the client Committees and Directorates as directed. 6. To represent clients in negotiations and discussions with third parties in matters regarding the areas of legal practice relevant to the post. 7. Help develop, provide legal input and deliver training courses to relevant persons to increase client awareness of relevant legal issues and to increase self-sufficiency. 	

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

PERSON SPECIFICATION			
POSITION:	Lawyer (Contracts & Procurement)	REPORTS TO:	Principal Lawyer (Contracts & Procurement)
SERVICE:	LGSS Law Ltd	OFFICE:	Corporate, Legal
GRADE:	Grade MB3	LOCATION:	Northampton

The following criteria are appropriate for this post. You must meet the essential criteria in order to be shortlisted for the post and it would be advantageous if you meet the desirable criteria.

QUALIFICATIONS	
<u>Essential</u> <ul style="list-style-type: none"> Solicitor of the Supreme Court of England and Wales or member of the Bar who has completed pupillage or a qualified Legal Executive. 	<u>Desirable</u>
KNOWLEDGE AND EXPERIENCE	
<u>Essential</u> <ul style="list-style-type: none"> Knowledge of and ability to apply procurement legislation, contract law and commercial law Ability to conduct legal research, interpret legislation and summarise the key points of relevant legislation and case law in a clear and client friendly manner Ability to develop client relationships and identify areas for improvement. Knowledge of and ability to apply contract/commercial & procurement related law. 	<u>Desirable</u> <ul style="list-style-type: none"> Post qualification experience preferably gained in a Local Authority setting. Involvement in the negotiating and drafting of complex PFI and other contracts. Involvement in advising on corporate and company matters, particularly in the social enterprise sphere.

- Company law and/or secretarial knowledge including experience of filing documents at Companies House.

SKILLS

Essential

- Ability to work under own initiative, and to look ahead, anticipate challenges and deal with them pro-actively
- Ability to communicate effectively both verbally and in writing with a diverse range of persons/organisations
- Ability to work unsupervised and decisively to provide sound and clear legal advice
- Ability to work under pressure and meet tight deadline
- Ability to plan and prioritise work effectively to meet own objectives and those of the team
- Ability to adapt to change
- Flexible approach to team work with a willingness to provide cover in colleagues' absence and to pick up work outside of own specialism if necessary
- Ability to learn and master new areas of law and legal practice quickly
- Ability to evaluate information in complex situations and the confidence to take sound decisions independently
- Ability to travel to meetings at client offices and to work in the other locations when necessary
- Drive, enthusiasm, versatility and self-motivation
- IT Skills:
 - Microsoft Office
 - Internet Search and Retrieval
 - Case Management software

Desirable

- Flexibility with office hours – working to the demands of the job.