



Role Profile

This section provides key information relating to the role

Job Title:	Principal Lawyer – Contracts and Procurement		
Post No:	RP0111	Grade:	K/L
Team:	Legal Services	Location:	Campus East
Responsible to:	Legal Services Manager		
Responsible for:	1 x Graduate Solicitor Apprentice) With respect to Contracts 1 x Trainee Solicitor) and Procurement Work		

Overall job purpose:

To provide high quality customer-focused specialist legal advice across all areas of Contracts and Procurement.

Responsible to the Legal Services Manager as the principal legal advisor.

To provide a high-quality comprehensive service of legal advice in a timely and well researched manner to colleagues throughout the council.

To Support the Monitoring Officer and Deputy Monitoring Officer, providing professional advice on governance, compliance with the Constitution, Code of Conduct and associated legal areas.

Key areas of focus:

1.	To support and work with the Legal Services Manager, in all non-contentious matters, to provide a comprehensive and effective legal service, protecting the Council's interests.
2.	To provide accurate, succinct and timely legal advice, assistance, representation and support to Officers and Members of the Council with a commercial/strategic insight on matters requiring expert and technical knowledge which are unique or highly complex in nature and may require specific interpretation or application of statutory provisions or case law where the subject is uncertain or in dispute which may have an impact upon the council's delivery of services and policies in the medium to long term.
3.	To ensure through the provision of legal advice that Welwyn Hatfield Borough Council, its Members and Officers are aware of their statutory duties and legal obligations, to enable them to act confidently within the law and the Welwyn Hatfield Borough Council Constitution in fulfilling their roles.
4.	To provide accurate and up-to-date legal advice to the Procurement Manager and their team and to work closely with the Procurement Manager and their team providing legal advice and assistance in the carrying out of the procurement process for individual cases.

5.	To personally undertake a legal caseload of high value, complex contracts, procurement and general non-contentious matters, as required, including drafting, research and advice, ensuring that the council's legal, financial and reputational interests are safeguarded at all times.
6.	To instruct and liaise with counsel, experts and other consultants as required.
7.	To carry out any necessary negotiations to facilitate transactions.
8.	To provide legal advice to councillors and officers, as required.
9.	To carry out project work and deal with and conclude high value contracts between the Council and external contractors/service providers, securing financial and business terms which safeguard and promote the interests of the Council, as required.
10.	To deal with contractual disputes and procurement challenges
11.	To draft reports and provide legal clearance to committee reports, as required.
12.	To attend committee meetings as legal adviser, as required by the Assistant Director – Legal and Governance or the Legal Services Manager.
13.	To manage and supervise the work of junior staff within the legal team in their carrying out of Contracts and Procurement work.
14.	To assist the Principal Lawyer – Property and Contracts to develop their experience and expertise in dealing with commercial Contracts and Procurement matters.
15.	To assist the Legal Services Manager in reducing external legal spend, specifically in relation to work in their area and to share in the management and strategy of providing legal services in this area.
16.	To deputise for the Legal Services Manager, as required.
17.	To use the case management system and to record the chargeable hours per annum required for the post or such other outcome-focused targets as may be set by the Assistant Director – Legal and Governance or the Legal Services Manager.
18.	To promote equality and diversity in the workplace and council services and to deliver the Council's equalities and diversity priorities.
19.	To liaise with other staff and members of the public and to provide advice in accurate written and spoken English, as appropriate.
20.	Any other duties that are commensurate with the level and grade of this post.

Role Requirements

The following outlines the criteria for this post.

Criteria	Essential	Desirable	Assessment Criteria
Qualifications and experience			
Relevant law degree/conversion; qualified FILEX, Solicitor, Barrister or similar qualification, licensed to practice law in England and Wales	x		AP
Substantial Contracts and Procurement experience in complex transactions	x		AP/AS
Experience in the following work areas: <ul style="list-style-type: none"> • Providing relevant legal advice on competitive processes and mitigating procurement risk • Advising on governance and compliance requirements, including in relation to the council's Contract Procedure Rules and Public Procurement legislation • Preparing contract documentation and negotiating and drafting agreements of all types (including agreements/contracts for services/goods/works, industry-specific agreements (e.g JCT), service level agreements (including SLAs between local authorities), funding agreements, grant agreements, variation agreements, novation and concessions) • Intellectual Property • Contractual disputes and Procurement challenges 	x		AP/AS/IN
Substantial local government experience	x		AP
Experience of committee attendance		x	AP/IN
Experience of advising in relation to matters of corporate governance and legal structures	x		AP/AS/IN
Experience of and the ability to lead and motivate a team to ensure team objectives are met	x		IN
Experience of working to tight deadlines and in a pressurised environment	x		AS/IN
Experience of delivering and developing training		x	AP/IN

Experience of using Microsoft packages	x		AS
Knowledge			
Excellent knowledge of Contracts and Procurement Law, including knowledge of the changes to the contracts and procurement regime which flow from the Procurement Act 2023.	x		AP/AS/IN
Excellent knowledge of local Government law and the legislative framework governing the operation of local authorities and the public sector more generally.	x		AP/AS/IN
Skills and abilities			
Ability to prioritise own work and the work of those supervised to ensure deadlines are met	x		AS/IN
Strong communication skills and ability to offer clear and concise legal advice and weight argument verbally and in writing tailored to the audience.	x		AS/IN
Ability to interpret and analyse complex information	x		AS/IN
Ability to converse with ease with other staff and members of the public and to provide advice in accurate written and spoken English, as appropriate.	x		IN
Demonstrate an understanding and knowledge of client functions, delegations and decision-making processes	x		AP/IN
Other attributes			
Ability and confidence to make decisions independently where the situation requires it. To provide innovative solutions to complex issues	x		IN
Ability to undertake the minimum annual number of hours of continuing professional development required by the role holder's professional body.	x		IN
Ability to maintain concentration for extended periods of time in order to produce accurate and detailed documentation for long periods of time.	x		AS/IN
Ability to work outside of normal office hours in order to attend evening committee meetings, if required.		x	IN
Full UK driving licence and access to a car		x	AP

Our Values and Behaviours



Our CORE values are key to delivering our vision, plans and strategies.

Collaborative	Open	Responsible	Excellent
We work together to get things done	We behave with integrity & fairness	We take responsibility for our actions and decisions	We perform at our best & strive for excellence

It's really important that you have a genuine passion for doing a great job and our behavioural competency framework sets out how we want people to work, ensuring everyone is valued, supported and empowered.

These competencies will be assessed throughout the recruitment and selection process, as well as part of your ongoing development and progression.