



## **Lawyer (Contracts, Commercial and Procurement)**

Salary: Band 10, **£41,510 to £45,718** per annum

Contract: **Permanent**

Hours: **Full time** (37 hours per week, core office hours with minimum two days per week in office)

Qualifying Practising Certificate or CILEX Certificate required. You will need to be a qualified solicitor, barrister or CILEX.

### **The Service:**

Portsmouth Legal Services is a friendly hardworking and dedicated team of approximately 40 lawyers and assistant staff who provide commercial and litigation support to the Council departments. We are committed to ensuring an excellent service in all aspects of our work.

### **What is the role?**

- You will provide quality advice and support to all departments of the Council on a wide range of matters relating to procurement, commercial, and local government law. You will involve working closely with a range of departments across the council.
- You will have your own case load consisting of a variety of procurement, projects, and contract matters.
- You will assist colleagues and develop knowledge in other areas including PFI contracts, highways law, companies law and public/administrative law.
- You will assist colleagues when required on other matters ranging from significant capital projects, major procurement projects and local government matters.

### **Who is the person?**

You need:

- Experience of preparing all necessary legal documentation in respect of routine / non-complex cases using precedent documentation and assisting with complex work as part of a project team as required.
- The ability to work on more complex matters and demonstrate an interest in developing inter-disciplinary legal skills.
- A consistent, supportive, inclusive, proactive, pragmatic flexible and commercial approach to problem solving.

- Excellent communication skills - with a people-focussed approach and good influencing skills as you will be dealing with people at all levels of the organisation.
- The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post
- Excellent organisational skills with an attention to detail and ability to prioritise an often varied and heavy caseload.
- An ability to identify legal problems and provide pragmatic solutions to them.
- A qualification as a solicitor, barrister, or legal executive.
- To be adaptable to the changing needs of the service and to support the Council's core business priorities.
- An understanding of working in a politically sensitive environment.
- To be responsible and accountable with integrity for the delivery of your personal tasks and outcomes, ensuring that work is completed within agreed timescales with excellent outcomes.
- To be able to ensure your advice is understood.
- To work effectively with colleagues to deliver an effective, efficient, and excellent legal service, and engaging with respect with internal and external stakeholders.
- To be collaborative and committed to team success with a positive and energetic attitude.
- To be committed to continuing professional development and developing skills and knowledge of additional legal disciplines relevant to the work of the Corporate, Commercial, and Regeneration Team.
- To be focused on taking pride in your and our successes.
- To be able to promote and maintain effective working practices, such as compliance with LEXCEL accreditation standards.
- To be committed to delivering exceptional legal services.

You will need to demonstrate evidence of your experience and successes in at least one of the following:

- Public Procurement advice.
- IT contracts and procurement
- Service level and commercial agreements
- Formation of companies
- Partnership/multi-agency agreements

- PFI agreements
- Funding agreements
- Trust agreements
- Charities
- Joint venture Agreements
- Subsidy control
- Data Protection and Freedom of Information
- Demonstrable knowledge or interest in developing in other areas of law including local government law, planning law, contracts/commercial law.
- assisting other members of staff in developing their skills

**You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.**

### **General Data Protection Regulation (GDPR)**

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way, and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.