

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT Directorate of Legal Services

SECTION Legal Services

GRADE PO8

POST DESIGNATION (TITLE) Principal Lawyer (Contracts and Procurement)

Purpose of Job:

To be responsible to Assistant Head of Legal Services for:

- i) To act as the strategic lead and expert legal adviser on Contract and Procurement matters.
- ii) To be the senior fee earner dealing with in Contacts and Procurement providing high level legal advice and support to Elected Members (including Committees), senior managers.
- iii) To be responsible for the provision of creative legal solutions ensuring that decisions are robust and lawful and meet the objectives of the council.
- iv)

Manages upto 5 directly managed staff.

Manages upto .5 .indirectly managed consultancy/contracting staff.

Main Duties:

1. To be the senior fee earner in Contracts and Procurement providing high level legal advice to Elected Members (including Committees), senior managers, staff and external clients which makes a significant contribution to the delivery of the Council's strategic priorities in terms of contracts and Procurement.
2. To carry an extensive case load of complex and sensitive matters and to manage highly complex or organisationally high profile cases that affect the whole council including taking the lead on complex contractual and procurement transactions including goods, works, and services across the Council.
3. To take overall responsibility for the allocation, supervision, monitoring, and management of all legal work related to key strategic contract and procurement matters requiring legal input.

4. To take responsibility for providing legal input on committee reports and responses to Members' inquiries as directed by the Assistant Head of Legal Services.
5. To act as deputy for the Assistant Head of Legal Services
6. Represent Legal Services and the council on various boards, and external bodies such as procurement and commissioning boards.
7. To advise on and secure terms and provisions which best secure the protection of the Council's interests and ensure that members and Senior officers are informed of any proposed or actual changes in the external environment that could impact the Council's legal position.
8. To procure external legal advisers as agreed by the Council and to act as intelligent client in relation to such advisers, monitoring their performance, overseeing their advice and ensuring that the interests of the Council are protected.
9. To be responsible for reviewing Council policies and procedures in relation to contracts and procurement and ensuring their implementation
10. Ensure that all forms of contracts, deeds, documentation and procedures used are updated in the interests of the Council to accord with legislative changes and case law and conform to current legal requirements and best practice.
11. Prepare contracts for supplies, services, buildings and works and proactively advise service clients thereon.
12. Advise on methods of contractual construction to allow flexible, yet robust, arrangements that are responsive to changes in circumstances and will allow continuation of delivery.
13. Undertake research and interpret legislation and any changes in legislation relating to the post holder's main activities and advise thereon.
14. Keep under review the Council's contracting procedures and make recommendations thereon from time to time.
15. Advise on the best means of legally achieving the client's objectives.
16. Represent the Council in contract and procurement disputes.
16. To contribute to maintaining the high quality, performance and efficiency in legal service delivery.
17. Directly manage such junior staff and external solicitors and advisers as allocated.
18. Undertake a proactive, solution-oriented, and committed approach towards the Council's Best Value ethos and the provision of effective and efficient legal services.

19. To support service transformation and change to meet the needs of the Council
20. To undertake any other work appropriate to the level and general nature of the post's duties.
21. To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities and Customer Care policies.
22. To perform all duties in line with Council's staff values showing commitment to improving residents lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.
23. To ensure that appropriate levels of emergency planning and business continuity management preparedness are in place for the service, and that your teams are appropriately briefed on their roles in an emergency."
24. To be responsible for undertaking employee investigations, hearings and appeals in line with the RBG policies and procedures.
25. Responsible for providing mentoring opportunities to junior staff (e.g. graduates, apprentices etc.)
26. *This post does not require a DBS*
27. To undertake supervision/management of staff as and when required.
28. To undertake alternative, additional or ancillary duties from time to time or transfer to another service department within the Council as the Council may reasonably direct to meet service user demand.

Designation of the Post to which the Post-Holder normally reports to: Assistant Head of Legal Services