



Application Pack

Principal Lawyer – Contracts & Procurement

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Welcome from the Director of Legal & Democratic Services

Dear Candidate

Thank you for your interest in the Royal Borough of Greenwich and welcome to an exciting opportunity to shape the future of our community while building a rewarding legal career. The Royal Borough of Greenwich has an in-house team of almost 50 staff, providing a full range of legal services and we are proud to work collaboratively across the Council to deliver high quality outcome focussed legal advice and support. The Legal team is fully committed to enabling the delivery of the very best services and facilities for Greenwich residents and the achievement of the strategic missions set out in the Council's Corporate Plan "Our Greenwich" and our local vision and values.

Despite the challenges of increasing demand alongside limits on funding, working in local government offers a unique chance to engage with a broad range of legal work that truly matters.

We are looking for talented, motivated lawyers to join our team and be part of building the future. Here, your expertise directly contributes to decisions that impact the lives of real people. You need to be outcome focussed and creative in finding solutions to support the Council to achieve its ambitions.

We offer:

- A supportive, collaborative environment
- Opportunities to work on diverse and high-impact legal matters
- Strong work-life balance and flexible working arrangements
- Investment in your professional development and progression. We have a firm commitment to developing our staff and enabling them to achieve their potential

Whether you're an experienced practitioner or early in your career, you'll find a place to grow, lead, and make a meaningful contribution. Be part of a team that values integrity, public service, and the power of the law to effect positive change.

If like us you are determined to make a real difference, we very much want to hear from you.

Azuka Onuorah

Director of Legal & Democratic Services



Legal Services

The Legal team is based in the Legal & Democratic Services Directorate reporting to the Director of Legal & Democratic Services.

There are 6 teams within Legal Services:

- Planning & Procurement
- Regeneration & Property
- Housing & Litigation
- Adults, Education & Employment
- Children's Services
- Legal Support & Practice Management Team

There is an Assistant Head of Service whom act as lead partners in each practice area. Each team varies in size and structure, but many have opportunities right from paralegal and newly qualified lawyers upwards.



Legal Services Vision and Values

Greenwich Legal Services is committed to being a high performing in house legal service which plays an essential part in the achievement of the Royal Borough's priorities and objectives for the benefit of our community. We aim to achieve this under 3 key areas as follows:

Our Clients and Services

- Working with clients to maximise the value that Legal Services can provide
- Developing a corporate approach to all legal matters
- Protecting the Council's reputation
- Advising on a robust decision making framework
- Acting as the conscience of the Council through the Monitoring Officer role

Our Staff

- Improving services through the development of our staff
- Maximising fee earning time spent on legal work and carrying out the Monitoring Officer
- Seeking to balance legal work being done internally and externally
- Encouraging young people in the Borough to consider a career in local authority legal services

Value for money

- Maximising the use of technology
- Reviewing processes to ensure we achieve further efficiencies
- Seeking to control and maximise the value of external legal spend



Legal Services Vision and Values

How we treat our clients

Excellent customer service

- Consistent
- Approachable and accessible
- Proactive and responsive
- Regular communication
- Understanding the needs of the clients and the Council

Respect

- Mutual trust and respect
- Integrity
- Confidence
- Managing expectations positively
- Delivering on our promises
- Effective relationships

Legal advice focused on outcomes and solutions

- Innovative
- Practical and pragmatic
- Clear and relevant
- Delivered to agreed timescale
- High quality
- Alignment with Council's objectives and priorities

Value for money legal services

- Emphasis on efficiency
- Maximises use of Council resources
- Awareness of overall financial landscape

How we treat each other

- Acting as one team
- Equality of opportunity
- Treating each other fairly and with respect
- Valuing our diversity
- Delivering on promises
- Being open and honest
- Appreciating the contribution of all team members



The Role

Royal Borough of Greenwich: Principal Lawyer – Contracts & Procurement Vacancy Fixed Term – 12 months (with potential to be extended)

PO8 Plus up to £5000 attraction payment dependent upon experience.

Ready for your next challenge? Join a role offering real impact, variety, and leadership.

Are you a specialist **Contracts and Procurement Lawyer** with a proven track record in public sector work? Whether you've worked directly in local government or in private practice supporting public sector clients, this is a fantastic opportunity to lead on high-profile legal matters at the **Royal Borough of Greenwich**. You'll play a vital role in shaping our legal function, embedding the changes from the **Procurement Act**, and supporting service transformation in how we approach contracts and procurement across the Council.

About Royal Greenwich

Royal Greenwich is proud to be a borough synonymous with first-class modern services. A **World Heritage Site**, our communities are vibrant and diverse, and our elected members are ambitious to realise the borough's full potential, even in a challenging financial climate.

Our **Legal Services team** is committed to excellence. We provide essential legal support to help the Council deliver its priorities — for the benefit of the borough and the communities we serve.

The Role

As **Principal Lawyer (Contracts & Procurement)**, you'll act as the Council's **strategic lead and expert legal adviser** in your area. You'll handle a **complex and varied caseload**, advise senior officers and elected Members, and help shape the legal function as part of a high-performing team.

Reporting to the Assistant Head of Legal Services (Planning & Procurement), you will:

- Lead the Council's legal response to changes introduced by the **Procurement Act**.
- Provide high-quality, solutions-focused legal advice on all contracts and procurement matters.
- Carry a full caseload of complex and sensitive work involving goods, works and services.
- Represent Legal Services on commissioning and procurement boards.
- Support and mentor junior lawyers, helping to build expertise and share best practice.
- Contribute to the development of new policies and procedures.
- Oversee external legal advisors and act as the intelligent client.
- Deputise for the Assistant Head of Legal Services as needed.
- Provide legal advice to committees, Councillors, and senior leadership.



What We're Looking For

We're looking for an experienced and proactive legal professional with:

- **A current practising certificate** as a solicitor, barrister, or chartered legal executive (FILEX).
- Strong experience in **public sector contracts and procurement**, either in-house or in private practice with relevant clients.
- Excellent legal drafting, negotiation and communication skills.
- The ability to lead and manage legal work across teams and projects.
- A passion for mentoring junior staff and helping others to grow.
- A proactive and collaborative approach to working across services and external partners.

A commitment to improving standards and delivering value for our community.

What We Offer

At Royal Greenwich, we invest in our staff and celebrate success. You'll benefit from:

- **29 days annual leave**, rising to 32 after 5 years' service.
- **Excellent local government pension scheme.**
- **Agile and hybrid working** arrangements.
- **Commitment to your learning and development.**
- **Annual season ticket loan.**
- **Cycle to Work Scheme.**
- **Childcare Vouchers.**

A professional, values-led environment where your contribution matters.

How to Apply

Applications will be scored based on how well the **Supporting Statement** addresses the **Person Specification**. Please clearly demonstrate your experience and alignment with the essential criteria.

For an informal discussion, contact [Insert Contact Name] at [Insert Email] or call [Insert Number].

For access assistance, contact recruitment@royalgreenwich.gov.uk or call **020 8921 8977**.

Our Commitment to Diversity

Royal Borough of Greenwich values the diversity of its community and aims to have a workforce that reflects this. We encourage applications from all sections of the community.

We reserve the right to close this vacancy early if a high volume of applications is received.



What is it like to work in Royal Greenwich Legal and Democratic Services?

Why I choose to work in the Public Sector

I joined Greenwich 5 years ago as Legal Practice Manager. I've recently also taken on more responsibility as Head of Democratic Services and Legal Practice Management. Having spent many years in my early career in the private sector, it was refreshing to join the public sector and gain that sense of belonging that comes from being part of making a difference to the community. The generous pension scheme and the flexibility that is often lacking in the private sector, are all part of an attractive package. But there is nothing that competes with feeling extremely valued as an employee—Greenwich have invested in my development, sponsoring my Masters degree in Leadership through the apprenticeship scheme.

To meet the tough financial challenges that the whole sector face, Royal Greenwich recognises the need to develop system and best use technology, utilising a wide range of digital tools—work smarter, not harder is our motto! If you looking for a change of Direction and want to find out more, please fee free to contact me for an informal chat!

Head of Democratic Services and Legal Practice Management

Why I started my Career in Local Government Law

I joined Legal Services in August 2023 and was instantly made to feel welcome by an incredibly diverse and friendly department, full of knowledgeable lawyers who make excellent role models and mentors. It is a great place to begin your legal career! I originally joined the department in the Legal Support and Practice Management team, and now nearly two years on, I am Senior Legal Assistant. I've learned so much and been afforded every opportunity to grow and progress my career that I could have possibly asked for.

As someone who has grew up with family members working within local government, I've always had a special appreciation for the work they do to improve the lives of their residents. The RBG Staff values in particular really resonate with me, especially Demonstrating respect and fairness and Taking ownership. RBG offers many supplementary programs and staff networks. In the last 2 years I've had the opportunity to have an Organisational voice as a Survey Champion, an Equality, Diversity and Inclusivity Champion and an Anti-Racism Survey Champion, developing skills and interests outside of my substantive job role. Equality, Diversity and Inclusivity are things that I'm passionate about and I love working for an employer who is also passionate about these things not only where they pertain to their residents but also their staff.

Senior Legal Assistant – Housing and Litigation team



What is it like to work in Royal Greenwich Legal and Democratic Services?

How my career has progressed at Royal Greenwich

I joined the Royal Borough of Greenwich as a trainee solicitor in February 2002. I was recruited via an organisation called PATH which helped individuals enter into professions experiencing low rates of participation from member of BAME community. During my traineeship I was supervised by Azuka, then Principal Lawyer for the Housing Team, who provided great support and sought to ensure that I had a fulfilled and positively challenging experience during those early years.

When I qualified, a vacancy arose for the position of Assistant Employment Lawyer which I successfully applied for.

Fast forward 20 plus years and I am still here! I have been fortunate enough to progress in my career and I am now employed as an Assistant Head of one of the legal teams. Along the way, I have enjoyed a plethora of opportunities made available by the Royal Borough of Greenwich which have supported both my personal and professional development. These have included being seconded to a Housing Development project for 2 years; managing my team on a temporary basis in the absence of my then manager; becoming a mediator; undertaking the diploma in local government law and practice as well as a postgraduate diploma in management studies. But a more important factor to explain my tenure at the Council is that I have had the privilege of consistently working with brilliant, down to earth and good humoured colleagues, managers and clients alike.

Assistant Head of Legal Services - Adult Education and Employment team

Why should you work at Royal Greenwich

Thank you for your interest in the Legal Services team at Royal Borough of Greenwich. We look forward to your application and hearing the unique strengths and perspectives we know that you will bring to our department.

Greenwich is a borough that is steeped in history, innovation, and community spirit. Our residents are diverse, and we value that diversity within our community and also amongst our staff. We are proud of our borough. The legal team plays a vital role in supporting the council's mission to serve our residents with integrity, efficiency, and excellence.

We are a team that values collaboration, continuous learning, continuous improvement and community impact. Whether advising on governance, safeguarding public interests, or enabling regeneration projects, our work is meaningful and far-reaching. We support each other. We have a weekly Friday message; we also have quarterly all staff meetings (which includes an informal lunch) and at which we celebrate our successes and learn from our challenges.

We would love to welcome you to our department to help us on our journey to shape a fairer, more resilient, and forward-thinking borough.

Interim Head of Legal Services



Our Greenwich Plan

Our Greenwich is a plan for the next four years that focuses on the change we collectively want to see in our borough. It has been developed with our residents, partners and staff so it is truly a plan that belongs to us all. The document is structured around five themes that give focus whilst preventing us from becoming too siloed in our work.

For each theme we have set a vision and missions for where we want the borough to be by 2030. Each theme has a set of 'missions' that have been developed to compliment our visions. For each mission we set out what these mean in terms of outcomes for our communities, businesses, partners, Council and borough. For each mission we have a set of success measures which we will use to set targets, monitor our progress and be transparent about where we are.



Taking this approach helps us be:

Purpose-led not task-led

We focus on the change we want to see in our communities and we act with this always in mind.

Accountable to our communities

We have a set of missions that if delivered will make meaningful change in our communities and we regularly report on our progress in delivering these.

Collaborative, empowered and innovative

By having a focus on outcomes we are able to work in collaborative and innovative ways with communities and partners as we are clear on what we are trying to achieve and challenge existing ways of working.

Communities: Focusing on the Council's interaction both directly and indirectly with residents and communities

People: Focusing on meeting the needs of residents of Greenwich

Place: Focusing on developing Greenwich as a place

Economy: Focusing on the development Greenwich's economy

Organisation: Focusing on improving how the Council works



Why Choose Greenwich?



As the home of the Prime Meridian Line, Greenwich Mean Time and a Unesco World Heritage Site, Royal Greenwich was named as the first new Royal Borough for more than 80 years.

Royal Greenwich is a great place to live and work, with the main Council offices based in the heart of Woolwich.

Benefitting from excellent transport links ranging from buses and tubes to trains and ferries, Royal Greenwich is one of the easiest boroughs to get to. Not to mention the New Elizabeth Line that only takes 21 minutes to get into or from central London from Woolwich, and 10 minutes to reach The O2.

At Royal Greenwich, you'll be part of an innovative and supportive team committed to delivering real impact for our residents. As a **part of Legal and Democratic Services**, you'll enjoy:

- An **excellent working environment and culture** with experienced, professional management and colleagues.
- A **generous 29 days' annual leave**, plus **Bank Holidays**. (increasing to 32 days after 5 years continuous service)
- **Flexible and hybrid working arrangements** with comprehensive IT support.
- Continuous professional development opportunities, including coaching, mentoring and training.
- Access to an enhanced **Employee assistance programme (EAP)** for you and your immediate family which provide support on a wide range of work and personal issues
- The chance to work in a vibrant borough with excellent transport links, including the **Elizabeth Line** and **Uber Boat** and season ticket loans to get here.
- A **Cycle to Work scheme, reduced-rate gym membership** and a range of local benefits and discounts
- The security of up to **6 months' full pay and 6 months' half pay** (after 5 years continuous service) sick pay
- Not to mention a **generous Local Government Pension Scheme (LGPS)**, which is a Defined Benefit Scheme offering employer contributions. LGPS builds at a rate of 1/49 (e.g. £20k salary/year/49 = £408.16 pension)

Your pension also benefits you with:

- Life cover - you get life cover of 3x pensionable pay
- Lower tax
- Ill health cover

