

Solicitor –Commercial & Contracts Team (Tier 5)

Job Title	Z0118 Solicitor (Commercial and Contracts)
Salary Grade	Hay Band 10
Directorate/Service	Resources
Accountable to:	Senior Solicitor and Team Leader
Accountable for:	None
Politically restricted post	No
Delivery teams:	Commercial and Contracts (Legal Services)

Context

Specific role assignment

Delivery responsibilities	<ol style="list-style-type: none"> 1. Co-ordinate and manage a substantial and complex personal caseload, apply sound judgement in reaching decisions and lead by example. 2. Represent Legal Services at Council and other relevant partner and client meetings in a professional and competent manner. 3. Maintain and develop sound knowledge of the law and procedure relevant to practice areas. 4. Build and maintain effective relationships with key clients and be accountable for the quality and level of services provided to them. 5. Prepare reports, statements and any other written material required in connection with the Council's or external clients' legal work 6. Provide accurate, succinct, useful and prompt advice to clients with a commercial insight. 7. Assist in the effective operation of the Service, including the delivery, maintenance and development of effective case, performance and quality management systems and other business and administrative systems.
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	<p>In addition to the above</p> <ol style="list-style-type: none"> 1. Supporting and substituting for other members of the Service in carrying out their duties. 2. Contributing to and participating in the Council's and the Service's modernisation initiatives and the continuous improvement of services. 3. Advice, representation and support in relation to: <ul style="list-style-type: none"> • Commercial and contract law • Public procurement law • Information governance law • Constitutional and public law • Company and corporate law • Innovative models of service delivery in the public sector • Marketing and business development of the Service 4. Generally as required <p>The Strategy and Commissioning Manager Legal and Democratic Services or his/her nominated representative may revise the work undertaken by the postholder after discussion with him/her and he/she must be prepared to change and develop his/her role to suit the needs of the Service.</p>
<p>Key business measures</p>	<p>Achieve utilisation rates Client satisfaction rates</p>
<p>Statutory responsibilities <i>(if applicable)</i></p>	<p>Not applicable</p>
<p>Specific experience</p>	<p>Qualifications and Job Experience</p> <ul style="list-style-type: none"> • Solicitor or barrister with current practising certificate (applicants who will qualify within 6 months may apply for the role with the start date to be discussed) • Experience of contract and commercial law <p>Knowledge</p> <ul style="list-style-type: none"> • An understanding of the wide corporate role of a local authority lawyer • Contract and commercial law

Solicitor –Commercial & Contracts Team (Tier 5)

	<ul style="list-style-type: none">• Corporate structures, partnerships, alternative models of service delivery <p>Capabilities</p> <ul style="list-style-type: none">• Ability to undertake complex and original legal drafting, analysis and advice• Ability to draft effective legal documents with precision and accuracy• Ability to give clear, concise and practical advice and provide useful solutions to complex problems• Ability to act with strategic clarity and astute tactics• Ability to focus on client objectives and add value• Ability to persuade, motivate and influence others• Ability to manage a high caseload and multiple stakeholders and time effectively• Ability to travel throughout Warwickshire• Versatility and ability to learn rapidly• Excellent oral and written communication skills with a variety of audiences• Excellent presentational skills <p>Behaviours</p> <ul style="list-style-type: none">• Proactive, autonomous and a team player as required• Organised, punctual, courteous and with a high level of integrity and professional commitment• Interpersonal skills including the handling of conflict• Flexible in relation to working hours• Readiness to deal with unforeseen and urgent demands• A desire to provide a customer friendly service• Consistent and effective record of attendance at work• Readiness to be accountable for decisions and the delivery of outcomes• Commerciality• An appreciation of the principles of delivering a commercial legal service to public sector clients.• Ability to promote the service to existing and prospective clients and to build and maintain successful client relationships <p>Desirable:</p> <ul style="list-style-type: none">• First or upper second class honours degree or equivalent grades at postgraduate qualification
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Solicitor –Commercial & Contracts Team (Tier 5)

	<ul style="list-style-type: none"> • Understanding of information law and public procurement • Experience of commercial litigation • Experience of multi-disciplinary project work • Experience of time costing, quality standards • Experience in local authority or comparable public sector organisations • A practical appreciation of the principles of performance management and effective client relationships
Specific qualifications/and registration	<ul style="list-style-type: none"> • Solicitor or barrister with current practising certificate (applicants who will qualify within 6 months may apply for the role with the start date to be discussed)
Budget responsibility	None
FTE responsibility (line management)	None
Key stakeholder relationships	Internal and External Legal Services Clients i.e. Warwick District Council, Warwickshire Police, Warwickshire Police and Crime Commissioner, Warwickshire Schools, Other Councils from time to time.

WCC values and behaviours

The post holder must be able to demonstrate that they role model the WCC values and behaviours.

Our Values – The Warwickshire DNA



High performing



Collaborative



Customer focused



Accountable



Trustworthy

Our Behaviours

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Strategy... the direction we will take to achieve our outcomes



Plan... what we will do to achieve the strategy



Commissioning... the process of how we will plan, purchase and monitor our services



Strategic Commissioning... the process for understanding, planning and delivering services to achieve the best outcomes



Operational Commissioning... the process for meeting need at an individual level or to a specific group



Delivery... providing services to our customers

