

Directorate: Service area:	Resources Legal & Governance
Accountable to:	Team Manager & Senior Lawyer – Commercial & Contracts
Politically restricted post	No
Delivery teams:	Commercial & Contracts
Job Title & Team:	Solicitor / Barrister/Senior CILEX Lawyer - Commercial & Contracts
Grade:	Hay 10

The Role

Warwickshire Legal Services (WLS) is Warwickshire County Council's in-house legal team. WLS offers legal support, advice and representation across a broad range of legal disciplines. We also provide a comprehensive legal service to a number of external public sector clients including other local authorities, not for profit organisations, blue light services and over 200 schools and academies.

We are committed to providing the best quality legal advice to our public sector clients, enabling them to achieve their objectives and deliver outcomes that benefit local communities.

You will play an active role as part of our friendly and talented team of Contracts and Commercial lawyers working in partnership with colleagues to ensure we continue to deliver excellent client focused advice both internally and externally.

You will provide high quality, business focused legal advice and representation and support to officers, councillors and external clients working on a variety of legal matters including contracts, procurement, construction, major projects and information governance. In return we can offer a welcoming and supportive work environment an interesting and varied workload and the opportunity to make a real difference to local communities.

The Head of Law & Governance or nominated representative may revise the work undertaken by the post holder after discussion with the post holder. The post holder must be prepared to change and develop this role to suit the needs of the Service.

Main Duties and Responsibilities	1. Advise, represent, and support in relation to contracts, commercial, information governance, subsidy control, procurement law, projects and generally as required.
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	<ol style="list-style-type: none"> 2. Manage a caseload of legal work commensurate with the role of lawyer in all aspects of service delivery 3. Provide accurate, succinct, and timely legal advice, representation and support to Officers, Council Members, and external clients in writing, during meetings, and at committees as required. 4. Draft and negotiate agreements and other documents on behalf of clients with varying degrees of complexity and instruct Counsel where appropriate. 5. Prepare and give briefings to Officers and Members and input into decision making reports. 6. Identify and escalate risks and issues which would impact any aspect of the Council's operations or reputation. 7. Collaborate with and support other team members in the delivery of services to clients. 8. Keep up to date with relevant areas of law and carry out research as required 9. Assist in the training and development of more junior colleagues 10. Prepare and deliver training to colleagues and clients as required. 11. Comply with regulatory requirements, Legal Services office manual and the Council's constitution 12. Identify and propose opportunities for innovation, commercialisation, cost savings, cost recovery or income generation across the Council and for marketing services externally. 13. Support the effective operation of Legal Services, including the delivery, maintenance and development of effective case, performance and quality management systems and other business and administrative systems.
Key business measures	Utilisation target, usually 83% (based on working

	<p>hours per week)</p> <p>Client satisfaction</p>
Key stakeholder relationships	<p>Colleagues within Legal and Democratic</p> <p>Senior Leadership Team and Corporate Board</p> <p>Internal & external client contacts</p> <p>Elected Members</p> <p>Counsel and external suppliers</p>
Budget responsibility	None
FTE responsibility (line management)	None
Essential Criteria	
Qualifications/and registration	<p>Solicitor (SRA Admitted)</p> <p>or</p> <p>Barrister (BAR Council registered),</p> <p>or</p> <p>CILEX Lawyer (or fellow)</p> <p>qualified to practice in England and Wales</p>
Legal experience	At least 2 years' experience gained as a Solicitor or Barrister or Chartered Legal Executive or equivalent legal experience.
Specific experience skills and knowledge	<p>Experience of working in contract or commercial law, construction law or a related discipline</p> <p>Experience of delivering high quality legal advice to clients in accordance with service standards</p> <p>Experience of developing effective working relationships</p> <p>Experience of effectively communicating with and influencing others both orally and in writing</p> <p>Good level of IT literacy and an understanding of IT systems in the legal environment</p> <p>Ability to analyse complex issues, assess risks and find solutions</p>

	<p>Ability to plan and monitor caseload to achieve timescales & outcomes required by the client</p> <p>Ability to draft legal documents with precision and accuracy</p> <p>Ability to comply with time recording and case management systems</p> <p>Ability to work under pressure and to deadlines when required</p> <p>Ability to travel efficiently and effectively for work purposes</p> <p>Ability to work collaboratively and with a positive attitude</p> <p>Ability to support and assist in the development of more junior team members</p>
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