

## JOB DESCRIPTION

**JOB TITLE:** Contract Lawyer

**DEPARTMENT:** Legal Services

**POST NUMBER:** 1937

**GRADE:** 5

**ACCOUNTABLE TO:** Commercial Law Manager

**LOCATION:** City Offices Colebrook Street Winchester SO23 9LJ

**POST OBJECTIVE:** To provide general commercial legal advice and drafting of a wide range of commercial contracts including:

- Drafting negotiating and advising on standard and bespoke forms of contract in compliance with the Council's Contract Procedure Rules/Procurement legislation
- Construction and regeneration contracts
- Commercial contracts
- Ensuring adherence to all local authority processes, statutory duties and procurement rules
- Asset Management contracts
- Providing general commercial contract advice
- Monitoring existing contracts and service agreements and reviewing compliance
- Assisting with the updating of precedent contract documentation
- Advice to Senior officers of the Council
- Assisting with the development of policies and business practices within the team to improve performance and outcomes for the Council
- Liaising with external bodies and individuals to further the aims and objectives of the Council including; Counsel, other public bodies, charities, private sector partners and contractors

- Undertake such other duties as determined by the Commercial Law Manager commensurate with the grade of the post, the abilities of the postholder and the general post objective

### **Principle Accountabilities:**

1. Provide legal advice to the Council departments as appropriate
2. Maintain a knowledge and awareness of recent developments in relevant areas of the law
3. Give effect to the policies and decisions of the Council
4. Maintain good working relationships with other members of the team, managers and other departments of the Council and the Members
5. Maintain good relations with the public and other bodies within the wider community as far as is practicable in line with the requirements of the post

### **Health and Safety**

Every employee while at work has a duty to take reasonable care of their health and safety and that of other persons who may be affected by his/her acts or omissions at work – Health and Safety at Work Act 1974

### **Equality**

Winchester City Council bases its employment practices on the concept of equal opportunity. As an equal opportunity employer, the Council opposes all forms of discrimination or unfair treatment on the grounds of gender, marital status, race, colour, nationality, national origin, ethnic origin, religious belief, sexual orientation, disability or age. No employee or job applicant will be disadvantaged by any condition or requirement which cannot be shown to be justifiable.

### **Safeguarding**

Winchester City Council has a responsibility to safeguard and promote the welfare of children and vulnerable adults. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.



## PERSON SPECIFICATION

**JOB TITLES**                      **CONTRACT LAWYER**                      **POST NUMBER**    **1937**

**DEPARTMENT:**                      **LEGAL SERVICES**                      **DATE:**                      **Dec 2024**

Requirement		Weighting	Assessment Method
Skills	Detailed knowledge of Procurement and Contract law	3	A/I
	Ability to draft documents and communicate effectively	3	A/I
	Ability to provide clear advice and summary of Legal documentation	3	A/I
Experience	Ideally a qualified lawyer with post qualification experience	3	A/I
	Contract and Procurement Law	3	A/I
	Local Government experience is desirable but not essential	3	A/I
Personal Qualities	Positive, enthusiastic and motivated with a professional attitude towards the job	3	A/I
	Team worker but able to work on own initiative	3	A/I

	Flexible to changing demands	3	A/I
Specific Job Requirements	Ability to work under pressure and meet deadlines	3	A/I
	Willingness to learn and undertake new and different tasks	3	A/I
	Commercial awareness with Council business placing increasing emphasis on quality and cost-effectiveness of service delivery	3	A/I
	Confident, logical nature, methodical and precise	3	A/I