

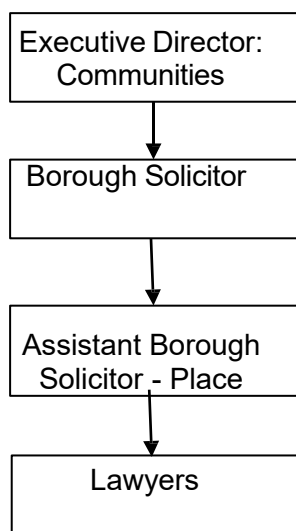
JOB DESCRIPTION

Job Title:	Lawyer – Contracts and Procurement		
Directorate:	Communities	Salary:	£48,226 to £53,460 per year plus £729 London Weighting. Plus a Welcome payment of £7,500 subject to T&Cs
Section:	Legal Services	Grade:	BG-E SCP 37 - 42
Location:	Time Square	Work Style:	Hybrid

Key Objectives of the role

- Legal Services provide high-quality, solution-focused legal advice to Bracknell Forest Borough Council across a wide and varied portfolio. This role sits within our Contracts and Procurement specialist team and plays a key part in enabling the council to deliver services lawfully, efficiently and creatively.
- This is a role for a Lawyer who enjoys ownership of work, professional trust and variety, and who values a modern, supportive public-sector legal environment.
- The duties and responsibilities set out below describe the general nature of work required to be performed by you. They are not presented as an exhaustive list as the role will be developed through annual objectives which will be developed with you.
- You will be expected to provide legal advice, assistance and representation to the council on all aspects of contracts and procurement law across all services within the council and to draft and negotiate all types of contracts and agreements between the council and third parties.

Designation of post and position within departmental structure



Daily and monthly responsibilities

You will:

- Provide clear proportionate and high-quality legal advice on contracts and procurement and related governance matters across all council services.
- Draft, negotiate and advise on a wide range of commercial agreements, including contracts, deeds, framework documentation, shared-service arrangements and inter-authority agreements.
- Advise on the application of relevant procurement legislation including the Procurement Act 2023, PCR 2015, the Provider Selection Regime and associated governance requirements.
- Provide advice on subsidy control and related public-law considerations.
- Work collaboratively on major projects, providing legal input at the right time to support effective and lawful decision-making.
- Support and advise the council's procurement team, including keeping templates, contract standing orders and guidance under review.
- Prepare and clear legal comments for reports to the Corporate Management team, Cabinet and other decision-making bodies, and attend meetings to provide legal and procedural advice where required.
- Build strong working relationships with officers, Members and external partners, tailoring advice to suit the audience and context.
- Keep clients informed of relevant legal developments, including through training or briefings where appropriate.
- Contribute to service improvement, knowledge-sharing and the ongoing development of Legal Services.

- Manage your own caseload with appropriate autonomy, balancing competing priorities and deadlines.
- Provide clear, proportionate and high-quality legal advice on contracts, procurement and related governance matters across all council services.
- Work with other local authorities regarding the negotiation and completion of significant pan and inter-local authority agreements.
- Be adept at working independently as well as collaborating with other legal specialists when required.
- Provide advice on subsidy control and related public law considerations.
- Tailor the presentation and format of legal advice to suit the level of understanding of the instructing Council Officer.
- Participate in project teams to provide governance and procurement input, to negotiate drafting of contracts and other arrangements for shared or integrated services and to deliver major projects.
- Keep clients informed of new legislation and case law relevant to their operations, including training seminars where appropriate and to ensure that they maintain a sound application of legal requirements.
- Work closely with the council's procurement team to ensure that templates for standard terms and conditions, framework agreements and also contract standing orders and the procurement pages of the intranet are kept under review (a review/redrafting has recently been undertaken in order to ensure compliance with the Procurement Act 2023).
- Attend monthly strategic procurement group meetings and provide legal advice and assistance thereto.
- Ensure that the council's corporate governance requirements are adhered to.
- Prepare and clear legal comments for reports to Corporate Management team, Cabinet and other decision-making bodies, and attend meetings to provide legal and procedural advice where required.
- Give advice on policy making and procedural developments through analysing the legal framework and familiarisation with operational matters. The contribution to policy and procedures will be through initial review, analysis and advice with regard to options and recommendations.
- Personally have conduct of an extensive case load relevant to your area of work and as required by service demand.
- Build strong working relationships with Officers, Members and external partners, tailoring advice to suit the audience and context.
- Attend forums as required in relation to your case load in order to represent the council's interests at the same.
- Be responsible for representing the interests of the service at a corporate level.

- Assist the management team with conduct of complex cases where requested to do so.
- Work with the senior Contracts and Procurement Lawyer in the provision of legal services in this field and production of policy or process documentation.
- Maintain personal case load information and case progress data including time recording in computerised form as instructed.
- Ensure that work is completed within set timescales or to client requirements and where applicable in accordance with time limits imposed by statute.
- Undertake all the duties within the framework of equal opportunities.
- Demonstrating commitment to the values and required behaviours of the council as assessed at annual appraisal meetings.
- Any other duties that maybe commensurate with the grade.

Legal Services actively supports the responsible and effective use of technology to enhance legal work. All employees have access to Microsoft Copilot and the service also subscribes to a specialist legal AI research and knowledge platform.

These tools are used to:

- support legal research and horizon-scanning;
- improve drafting efficiency and consistency;
- reduce administrative burden; and
- allow lawyers to focus on judgement, strategy and client engagement.

Training and guidance are provided, and AI is used as an assistive tool, not a substitute for professional judgement. This forms part of a broader culture of innovation, learning and continuous improvement.

Scope of role

High level of professional judgement and political awareness required.

You will be required to represent the council publicly in a variety of venues, including professional meetings and multi-agency meetings.

No budgetary or resource control / No supervisory or managerial responsibilities

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	<ul style="list-style-type: none"> • Qualified Solicitor, Barrister or Chartered Legal Executive (CILEX). • Good post qualification experience knowledge and experience in the following area of law Contracts and Procurement. 	<ul style="list-style-type: none"> • Second class honours degree or higher. • Public-sector experience desirable but not essential. Transferable skills and fresh perspectives welcomed. • Post Qualification experience in one of the following fields: <ul style="list-style-type: none"> - Information Governance
Competence Summary (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> • Ability to provide clear, pragmatic legal advice to officers and members. • Strong drafting and negotiating skills • Ability to work under pressure and to ensure that all deadlines are met. • Ability to respond efficiently and proactively to meet the changing needs of clients. • Ability to provide innovative and effective legal solutions and to understand the client's motivations and goals • Excellent communication skills both orally and in writing. • Strong analytical skills and attention to detail and an ability to write and present lucid reports. • Ability to manage a varied casehold with minimal supervision. • Be adaptable and capable of transferring legal skills to unfamiliar areas of law. 	<ul style="list-style-type: none"> • Experience of local government or public sector legal practice. • Familiarity with governance and decision-making frameworks. • Experience of advising committee or elected members. • Experience of working in an LEXCEL accredited or similar quality assured environment.

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- Confidence in working collaboratively and independently.
 - Self-sufficient, able to prepare own documentation without secretarial support.
 - Ability to use case management systems, including time recording facilities.
 - Ability to use email and Outlook Microsoft Office software including Teams and Sharepoint and to use a web browser to access information.
 - Ability to use IKEN management systems.
 - Excellent negotiation and drafting skills.
 - A proactive, solution-focused approach.

**Work-related
Personal
Requirements**

- Must have excellent interpersonal skills.
- Must be a good team player with the skill to be able to form effective and harmonious working relationships.
- Must be able to inspire confidence and influence others.

**Other Work
Requirements**

- Ability to be able to travel to attend client offices as required.
 - The ability to converse easily in spoken English, explain complex or technical information to members of the public and respond effectively to detailed or complex questions for an extended period of time.
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- This post is a politically restricted post for the purposes of the Local Government Housing Act 1989. The post holder must adhere to the legislative requirements relevant to such posts.

Role models and demonstrates the Council's values and behaviours

Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.

We make our values real by demonstrating them in how we behave every day.

All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.

