



Job Description and Person Specification

Job Title:	Procurement and Contracts Solicitor	
Post Number:	P1815	
Grade:	PO2	
Progression:	Progression through the grade is dependent on satisfactory performance	
Directorate	Customer, Business and Corporate Support	
Hours per week:	37	
Accountable to:	Procurement and Contracts Team Leader	
Date created/ reviewed:	May 2026	

JOB DESCRIPTION FOR CONTRACTS & PROCUREMENT SOLICITOR

Job Purpose

To provide high level, robust and specialist, professional legal advice and support in the provision of contract and procurement-related legal services to the Council(s) and their senior officers and councillors.

To ensure client requirements are met within legal constraints.

Support the achievement of the Council's corporate plan, projects and aims and ensure the delivery of high-quality customer service from the in-house teams, external solicitors and counsel.

Accountabilities

1. To be personally responsible for the conduct of complex and contentious legal matters and provision of complex legal advice relating to Procurement and Contract matters, identifying potential areas of risk and liability and advising on solution focused strategies for avoidance, minimisation or mitigation.
2. To provide proactive legal advice and carry out legal research on a wide range of commercial and procurement matters.
3. To draft documentation as appropriate to ensure that the aim of the client is achieved in a timely manner, and the Council(s) resources are used efficiently.
4. To provide legal services on a wide range of procurement and contractual matters including the preparation of advice and provision of suitable guidance and support for Council departments.

5. To interpret and apply statute, case law, government guidance and court procedure as appropriate to provide timely and appropriate legal advice.
6. To provide proactive, pragmatic, robust and solution focused legal advice and support service to all clients (internal and external)
7. To research, analyse, investigate and provide legal advice to councillors and to officers on any matter relating to the functions of the Council
8. To liaise effectively with officers within the Council(s), external solicitors, members of the public and councillors on contractual and procurement matters, whether by phone or in writing.
9. To provide legal updates as required to Council officers about any legal developments in the commercial sector.
10. To monitor the fees of counsel and other external advisors to ensure effective management of the Council's financial resources and to generate income by charging third party legal fees where appropriate.
11. To provide the services above in the knowledge that the advice given or transaction involved will have substantial financial consequences for the Council(s) – up to several £m.

Demands

<p>Initiative and Independence</p> <p>Ability to demonstrate initiative and work independently</p> <p>Ability to exercise discretion within legal and procedural constraints.</p> <p>Ability to plan own day, week and year subject to the departmental work plan and targets.</p> <p>Able to prioritise own workload with conflicting demands and frequent interruptions as well as short deadlines for some activities and changes to post holder's priorities.</p> <p>Able to work to deadlines set by legislation and courts/tribunals or required by Council initiatives.</p> <p>Able to remain calm and assertive when dealing with a wide range of internal and external customers.</p> <p>Able to understand and maintain awareness of the Council's vision, corporate priorities and current issues.</p> <p>Able to solve complex and varied legal problems, producing the most appropriate solution for the Council.</p> <p>Able to communicate complex legal matters so that councillors and clients can understand the issues and implications.</p> <p>To ensure decisions of significant substance are referred up, but post holder has authority to make certain decisions without referral.</p> <p>The postholder will have access to line manager and senior legal colleagues to obtain advice and support on how to deal with more contentious matters.</p> <p>Mental Demands</p> <p>Ability to adapt to constant changes in the law or practice procedures as a result of</p>

changes to primary and secondary legislation, case law or internal policies and procedures.

Ability to deal with constant interruptions by telephone and other Council officers.
Ability to manage a varied workload combining short routine transactions and more significant and demanding pieces of work.

Ability to respond immediately to requests for truly urgent advice and deal with conflicting work demands.

Able to listen and observe for long periods (up to whole day) e.g. conferences with counsel and attending meetings whilst being constantly aware of the significance of what is being said and able to intervene as appropriate.

Physical Demands

Occasional site visits

Ability to spend large amounts of time in front of a computer.

Able to transport (with suitable aids) necessary files and documents to external locations e.g. to court and external meetings potentially on a number of days in any week.

Emotional Demands

Able to handle occasional emotional demands from colleagues, councillors or members of the public e.g., defendants/appellants in court hearings, objectors, etc.

Working Conditions

Home-working and normal office conditions

Other Employment Requirements

This job is suitable for office-based working and some home working.

The job holder may be required to attend meetings held at the Council Offices or other locations outside normal office hours.

The post holder will need to be able to attend conferences and off-site meetings as required.

The post holder will need to attend such courses of training as the Head of Legal Shared Services to the Council or Team Leaders shall deem appropriate and to support the development of knowledge and skills within the Legal Shared Service team through participation in learning and mentoring opportunities

ROLE SPECIFIC PERSON SPECIFICATION – CONTRACTS & PROCUREMENT OFFICER

Criteria		Essential	Desirable	Assessment
Values and Behaviours				
	We are Customer Driven	X		I,T
	We Care	X		I,T
	We are Confident	X		I,T
	We Work Together	X		I,T
	We are Trusted	X		I,T
Qualifications				
	<ul style="list-style-type: none"> Degree or other equivalent level qualification in a relevant work area or with significant practical professional experience in procurement/contract and property area of law. 	X		D
	<ul style="list-style-type: none"> Qualification as a Solicitor/Barrister/Fellow of Chartered Institute of Legal Executives 	X		D
	<ul style="list-style-type: none"> Possession of or entitlement to relevant practising certificate. 	X		D
	<ul style="list-style-type: none"> Appropriate level of membership of relevant professional/practising body. 		X	D
Knowledge				
	<ul style="list-style-type: none"> To have a detailed and thorough understanding of the law, with particular expertise in Contract Law. 	X		A, I
	<ul style="list-style-type: none"> To have a detailed and thorough understanding of the law, with particular expertise in Procurement. 	X		A, I
	<ul style="list-style-type: none"> To have good knowledge of local government practices and procedures. 		X	A, I
	<ul style="list-style-type: none"> To demonstrate an understanding of corporate equalities standards and diversity issues and how they affect the workplace and individual behaviours and immediate work and service area. 	X		A, I

	<ul style="list-style-type: none"> To have excellent level of IT literacy to be able to use MS Office, Nuance Advanced, Excel, Outlook etc, Lexis Nexis, Practical Law and specialist legal case management software such as IKEN. 	X		A, I
	<ul style="list-style-type: none"> Awareness of data protection, security and confidentiality issues within local government sector 	X		A,T
Experience				
	<ul style="list-style-type: none"> To have experience of drafting legal documents and using advocacy skills to represent a client or client case 	X		A, I
	<ul style="list-style-type: none"> Prior experience of solving varied and difficult legal problems 	X		A, I
	<ul style="list-style-type: none"> Proven track record of providing robust and pragmatic legal advice which combines securing commercial advantage with delivering public benefit. 	X		A, I,
	<ul style="list-style-type: none"> Ability to quickly grasp organisational goals and values and to use this to effectively shape legal advice and obtain the best legal outcomes 	X		A, I
	<ul style="list-style-type: none"> Experience of establishing and maintaining a performance–orientated culture which delivers an efficient and effective service to customers. 	X		A, I
	<ul style="list-style-type: none"> Experience of liaising effectively with officers within the Council(s), external solicitors, members of the public and councillors on contractual and procurement matters, whether by phone or in writing. 	X		A,I
	<ul style="list-style-type: none"> Prior experience of effectively influencing, negotiating with and persuading others. 	X		A, I
	<ul style="list-style-type: none"> Experience of effectively dealing with service requests from internal and external stakeholders. 	X		A, I
	<ul style="list-style-type: none"> Experience of and/or ability to use a legal case management system to create files, accurately store all generated documents therein, create and update the individually programmed chains for the benefit of the legal department 	x		A, I
	<ul style="list-style-type: none"> Developed political awareness, with experience of advising and gaining the trust of elected councillors, including giving authoritative detailed, clear advice on legal and constitutional matters 		X	A, I

Method of Assessment Codes

A	Application Form	T	Tests (online / at interview)	R	Reference	D	Documentary Evidence	I	Interview	O	Other
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For further information on the scope of accountabilities when working at this level please see the generic job description/person specification [here](#) on our website.).