



Job Description and Person Specification

Job Title:	Procurement and Contracts Team Leader
Post Number:	P2495
Grade:	PO3
Directorate	Customer, Business and Corporate Support
Progression:	Progression through the grade is subject to satisfactory performance.
Hours per week:	Up to 37 hours
Accountable to:	Principal Lead Lawyer
Date created/ reviewed:	May 2026

Job Purpose

To lead on and manage a team ensuring the delivery of proactive, robust, high quality and specialist legal advice to the Council, its senior officers and Councillors on Procurement and Contracts legal matters and ensure clients 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 lead, support and develop the Legal Services Procurement and Contracts team and contribute to the development of the legal section generally.
2. To prepare, be responsible for and monitor budgets for the Legal Services Procurement and Contracts team cost centres and for the legal section generally, looking for innovative and creative ways to save money whilst improving the services provided.
3. To be personally responsible for the conduct of complex legal matters and provision of complex legal advice relating to Procurement and Contracts, identifying potential areas of risk and liability and advising on solution focused strategies for avoidance, minimisation or mitigation.
4. To attend Member and Officer meetings as required, including meetings of the Council, Cabinet and Committees to ensure that decisions are lawful.
5. To ensure that Legal Services provide a proactive, pragmatic, robust and solution focused legal advice and support service to all clients (internal and external)
6. To research, analyse, investigate and provide legal advice to councillors and to

Demands

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.

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

Able to work to deadlines set by legislation and courts/tribunals or required by Council initiatives.

Able to manage the noise and interruptions which result from an open plan office.

Able to remain calm and assertive when dealing with a wide range of internal and external customers.

Able to handle occasional emotional demands from colleagues, councillors or members of the public e.g. defendants/appellants in court hearings, objectors, etc. This includes being able to deal with angry or challenging responses from members of the public at Court/Tribunal, in meetings or in correspondence, (often at least twice a week).

Able to understand and maintain awareness of the Council's vision, corporate priorities and current issues.

Able to plan the delivery of legal service to clients and customers within required deadlines and in accordance with the Council's vision, corporate priorities and current issues.

Able to solve complex and varied legal problems, producing the most appropriate solution for the Council.

Able to communicate complex legal matters so that councillors and clients can understand the issues and implications.

Able to conduct contractual transactions in a professional manner.

Able to understand the activities carried out by client departments and to be proactive in interpreting client departments' requirements.

Able to listen and observe for long periods (up to a working day or longer) e.g. conferences with Counsel; attending Court/Tribunal; meetings including Committee meetings, whilst being constantly aware of the significance of what is being said and able to intervene as appropriate.

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

Able to adapt to constant changes in the law or practice procedures as a result of changes to primary and secondary legislation, case law or internal policies and procedures.

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

Working Conditions

Normal office conditions. The post holder will need to be able to attend courts/tribunals, conferences, off-site meetings and site-visits as required.

Other Employment requirements

This job is office based and suitable for some home working. Home working is subject to court/tribunal appearances.

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

The job holder is required to attend meetings held at the Council offices or other venues outside of normal office hours.

The post holder will need to attend such courses of training as the Head of Legal Shared Services 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.

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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ROLE SPECIFIC PERSON SPECIFICATION FOR TEAM LEADER

Criteria		Essential	Desirable	Assessment
Values and Behaviours				
	We are Customer Driven	X		I,T,R
	We Care	X		I,T,R
	We are Confident	X		I,T,R
	We Work Together	X		I,T,R
	We are Trusted	X		I,T,R
Qualifications				
	Degree, or equivalent level qualification, or relevant experience equivalent to having gained this level of	X		A,D

	qualification.			
	Qualification as a Solicitor or Barrister with mandatory practising certificates	X		A,D
	Appropriate level of membership of relevant professional/practising body.		X	A,D
	Willing to undertake further management education and or development as part of future Professional Development		X	A,I
Knowledge				
	Detailed and thorough understanding of the law, with particular expertise in Procurement and Contract matters	X		A,I
	An understanding of corporate governance issues and public law as it affects local government	X		A,I
	Understanding of corporate equalities standards and diversity issues and impact in immediate work and service area.	X		A,I
	Awareness of data protection, security and confidentiality issues within local government sector.	X		A,T
	To have excellent level of IT literacy to be able to use MS Office, Nuance Advanced, Westlaw, Practical Law and specialist legal case management software such as IKEN.	X		A,
Experience				
	Significant experience of establishing and maintaining a performance –orientated culture which delivers an efficient and effective service to customers.	X		A,I
	Proven track record of providing robust and pragmatic legal advice which combines securing commercial advantage with delivering public benefit.	X		A,I
	Highly 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
	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
	Experience of effectively managing a specialist support team in a complex organisation with evidence of recent successful outcomes	X		A,I
	Effectively influencing, negotiating with and persuading others.	X		A,I
	Effectively dealing with service requests from internal and external stakeholders.	X		A,I

	Able to effectively manage complex budgets, risks and other resources		X	A,I
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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 on our website [here](#).