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# JOB

## OUTLINE

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| **Dept:** **RESOURCES** | **Section:** **LEGAL SERVICES** |
| **Post No:****RELE01002**  | **Designation:** **CONTRACTS LAWYER** | **Grade:13** |

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| **Purpose of Job:**To assist in the provision of a high quality legal service to the Council to support it in the effective achievement of its corporate programmes and projects. |
| **Main Duties/Responsibilities:*** To personally undertake the more complex legal work involved in the Council’s corporate projects.
* To give legal advice to Council Members and officers at all levels of seniority on complex legal areas including:
	+ local government law generally
	+ company/commercial law
	+ contracts
	+ partnership working/schemes involving the Councl and third parties
	+ grant aided schemes and funding arrangements
	+ associated areas of charity law
* To undertake the preparation and completion of legal and related documentation.
* To advise at and present reports to internal and external meetings as required.
* To manage external relationships with legal providers.
* To provide advice in compliance with the Council’s Constitution and Procedural Rules.
* To provide legal advice to Corporate Management Team and Members when developing Corporate Strategy and Policy development as appropriate.
* To deal professionally and effectively with enquiries from Members, colleagues, external organisations and partner organisations and take any necessary action arising.
* To be able to prioritise work particularly under pressure and reprioritise when emergency priorities arise.
* To be subject to the overall supervision of the Assistant Director (City Solicitor & Monitoring Officer) and supervise the work of others as required.
* Assist in the training and development of staff as required.
* To ensure your output and quality of work accords where appropriate with Legal Services Practice Management Standards, Service Level Agreements and with current regulations and legislation.
* To be able to use Microsoft Outlook, Microsoft Teams and the Iken Case Management System.
* To be able to work outside office house as required.
* To undertake any other duties which are commensurate to the Post.

NB: The Council is an equal opportunities employer and service provider. The Council has a statutory duty to promote equality. All employees must be aware of that duty and work to the Council’s equality standards. |
| In addition, other duties at the same level of responsibility may be allocated at any time  Date Produced: June 2024 |