# 

# JOB

## OUTLINE

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

|  |
| --- |
| **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 |