

## Senior Legal Officer (C) (Contracts and Commercial) – Grade 14-15 (Career Progression to Grade 15)

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead so we are always looking for better and smarter ways to work.

The purpose of the job is to work as a senior member of the Contracts and Commercial team providing customer focused legal advice and assistance at a very senior level to Members and others in a proactive, enabling manner so as to facilitate, as far as possible, within the law, the policy objectives of the Council, and others, with minimal supervision.

This role is based in Huddersfield within Legal Services, which is part of the Legal, Governance and Commissioning Service. The postholder reports to member of the Legal Services Management Team.

Find out more about [working for Kirklees](#).

### The Job

Working closely with the Service Director Legal, Governance and Commissioning (Monitoring Officer) and Legal Services management team to:

- Provide legal advice and assistance at a very senior level to Members and Officers of the Council (including Cabinet and Committees, etc.) and others, including outside bodies, with minimal supervision in respect of PFI/PPP's, Academy Conversions, EU Public Procurement, State Aid law, TUPE, Company, partnerships, joint ventures, Contracts (including construction law and information technology), Commercial and Insolvency matters, Policy, Finance, Charitable related matters, Information law, Local Government law matters, and the Council's Constitution. The work may also include conduct of or oversight of related litigation and other forms of dispute resolution.
- To lead, supervise, mentor and performance manage the Contracts and Commercial team under the direction of a member of the Legal Services management team.
- To be responsible for a personal caseload of complex and/or high profile work of the Contracts and Commercial team.
- To negotiate and draft complex and unusual commercial contracts and other documents, including instructions to Counsel.
- Prepare and present reports to Cabinet, Committees, panels, boards, court and similar bodies, participating as required and advise on proposed solutions/courses of action.
- Provide training and presentations to Members, Officers and others.
- To act on behalf of the Service Director Legal, Governance and Commissioning as Company Secretary to maintain records and provide legal advice and assistance and protect the Council's interests in companies in which the Council is involved.
- To maintain awareness of legal developments and their implications and to advise accordingly.

- To support the Service Director and Legal Services management team with tasks, assignments and projects within or outside the areas of responsibility identified above connected with management of the Legal Service or otherwise.
- Undertake legal work on behalf of WYLA Councils if required to do so.
- To keep the Service Director and Legal Services management team informed of matters which are critical, politically sensitive or high profile and to inform the postholder's supervisor of any problems relating to service delivery (including suggestions for improved working).
- To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the postholder's supervisor from time to time in consultation with the postholder.

### Job Checklist

- Deliver legal advice and assistance to help the Council achieve its objectives.
- Keep up-to-date with developments in the law and advise on implications for the Council.
- Lead and supervise team members as required.
- Work in accordance with office procedures and systems adopted by Legal Services
- Recognise and advise on matters involving significant risk to the Council.

## The Person

We need our employees to be driven to achieve the best, to be hard working, respectful and thoughtful to each other and our customers and to be creative, wherever they work.

- You will be driven to achieve the best, be hard working, able to deal with competing priorities and solution focussed.
- Using your knowledge and experience, contribute positively to provide advice and guidance on a variety of complex legal work with a focus on contract, procurement, company and commercial matters.
- A confident communicator, with good presentation skills, you will develop good working relationships with key stakeholders and deliver clear, objective, commercially pragmatic, risk aware and timely legal advice.
- You will have the skills to work effectively in a sensitive political environment.
- You will have the agility to deal with a very diverse range of legal matters, with good personal organisation and time management skills.
- As a senior member of the Council's legal team, you are committed to providing exceptional customer service.
- You will have good drafting and negotiation skills.

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honest
- Respectful
- Flexible
- Communicative
- Supportive

We also expect you to promote and role model the Council's Expectations of a New Council manager within the organisation.

The role is at level 3. The Council's [Behaviours and Expectations](#) will be tested throughout the selection process.

## Person Checklist

- Solicitor or Barrister or FCILEx.
- Substantial practical recent experience at a very senior level in negotiating and drafting contracts and EU Public Procurement Law and Practice.
- Substantial practical and recent experience at a very senior level in [one] or more of the following areas:-
  - Local Government Law and Procedure.
  - Company Law / Joint Ventures / Partnerships.
  - PPP's / PFI / Academy Conversions
  - Other commercial law not covered above e.g . TUPE, State Aid, Intellectual Property Rights, Construction law, etc.)
  - Information law and practice.
- Up-to-date knowledge of relevant areas of Law and Practice.
- Commitment to further training and professional development.
- Understanding of issues facing Local Government Lawyers.
- Understanding and commitment to diversity and Inclusion issues.
- Experience or ability to deliver training to internal or external clients.
- IT literate and experience in using legal and other IT based applications.
- Articulate and confident in oral and written presentation and persuasion skills.
- Ability to lead, performance manage, mentor and supervise staff in complex matters, including but not limited to 121's, appraisals and allocation of casework.
- Ability to present clear arguments before Cabinet, Committees, courts and tribunals, if necessary.
- Ability to be resilient, work efficiently and effectively in dealing with a caseload of high level matters to tight timescales at very short notice, and prioritise competing demands.
- Ability to work with limited supervision to produce very complex and unusual legal documentation and deal with other non-routine matters.
- Attention to detail and clear analytical and problem solving and sound judgement skills to deliver outcomes.

*This Role Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.*

**For Recruitment Purposes:** In order to be considered for this role you will need to demonstrate how you meet the person checklist. You may also submit a CV

## Person Checklist – Contd.

- Creative, commercial and risk aware approach in the interpretation and application of the law, procedural requirements and the giving of legal advice.
- Willingness to work occasionally outside office hours.
- Commitment to customer focused solution based advice and to work proactively to build, maintain and improve client relationships.
- Ability to work collaboratively, as part of a team with professional inter-personal skills and ability to instil confidence in others.

*This Role Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.*

**For Recruitment Purposes:** In order to be considered for this role you will need to demonstrate how you meet the person checklist. You may also submit a CV