

## Job Title and Grade

**Senior Legal Officer (A/B) - Contracts and Commercial, Legal Services**  
**Grade: 11-13 (Career Progression to Grade 13)**

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 support at a senior level to Members and Officers of the Council and others in a proactive enabling manner so as to facilitate, as far as possible within the law, the policy objectives of the Council.

The role is based in Huddersfield within Legal Services, which is part of the Legal, Governance and Commissioning Service. The post holder reports directly to the Senior Legal Officer (C) (Contracts and Commercial).

To find out more about working for Kirklees please click [here](#)

## The Job

To provide a full range of legal support to client services, external customers, Councillors and others primarily in respect of procurement, contracts, commercial, company law and other matters.

Advise on EU Public Procurement and other relevant law (e.g. TUPE, Freedom of Information and Data Protection) and the Council's Constitution.

Draft reports, tender documentation, contracts and other commercial documents and advise succinctly in connection with such matters, relevant law and Council policy and procedures. You will be expected to deal with framework agreements, IT contracts, social care contracts, building and civil engineering contracts and grant agreements).

Carrying out company secretarial tasks and other legal support as may be required to protect Kirklees Council's interests in companies and other partnership vehicles.

Presentations to, and conduct training for, Members, Kirklees staff and others concerning relevant legal matters.

Support in connection with litigation, tribunals, arbitration and other dispute resolution proceedings and hearings and advise upon the merits and settlement of claims.

Contribute as part of a corporate team to the formulation of policy initiatives and the implementation and monitoring of such policies.

Support to other members of the team and assist supervision and mentoring of junior staff.

Other tasks as reasonably requested by the line manager.

Build effective working relationships with client services

To inform senior staff of matters which are critical, politically sensitive or high profile and report to the Legal-Head of Corporate Head of Legal Services any issues in respect of service delivery.

Undertake legal work on behalf of WYLA Councils if required to do so.

## Job Checklist

- Council and clients to be properly supported with timely, appropriate and cost effective legal services.
- Legal work to comply with all applicable law, Council policies (including Contract Procedure Rules, Financial Procedure Rules, the Council's Constitution) and decisions of the Council, Cabinet, committees, officers and other bodies as appropriate.
- Provision of a legal service that is practical, clear and responds positively to changes in the law, Council policy and service delivery.
- Maintain awareness of legal developments and their implications and advise accordingly.
- Legal work to be carried out in accordance with office procedures and systems and any quality accreditation scheme adopted by Legal Services.
- Meet the requirements of the Law Society, Solicitor's Regulation Authority and/or Bar Council and/or Chartered Institute of Legal Executives (if applicable) and any service level agreements with clients.
- Develop effective communication and team working within Legal Services and with internal and external stakeholders to enable positive consultation, communication and continuous improvement.

Please click [here](#) to see your responsibilities related to safeguarding.

## 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.

Using your knowledge, experience and desire to learn, contribute positively as a senior member of Legal Services on a wide range of procurement, commercial and other work to facilitate the policy objectives of the Council.

Develop excellent supportive relationships with customers and colleagues for the benefit of the Council as a whole using your communication skills and professional, flexible and pro-active approach.

With a highly professional and responsive manner you will take personal responsibility for achieving results to ensure efficient service delivery.

Be flexible in terms of working hours and the nature of the work and will be committed to further personal training and development.

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
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

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

This role is at level 2-3. To find out more about Council Behaviours please [here](#) click and click on the tab "Working for Kirklees".

## Person Checklist

- Practical experience and knowledge in negotiating and drafting contracts (substantial experience will be required at Grade 12-13)
- Practical experience and knowledge of EU Public Procurement (Substantial experience required at Grade 12-13)
- Practical experience in one or more of the following areas:-
  - Local Government Law and Procedure
  - Company/Joint Ventures/Partnerships
  - Construction Law
  - Other commercial law not referred to above (e.g. TUPE, State Aid, Intellectual Property Rights etc) (Substantial experience required at Grade 12-13)
- Solicitor or Barrister or FCILEx or equivalent.
- Articulate and confident in oral and written and persuasion skills and ability to communicate effectively complex issues to all audiences.
- A desire to learn and grow in the role in order to broaden experience and knowledge in relevant areas of law and practice.
- Ability to supervise and mentor junior staff.
- Attention to detail and clear analytical and problem solving and sound judgement skills to deliver outcomes.
- Ability to be resilient, work efficiently, with minimal supervision and successfully meeting the challenges of a significant and varied workload to tight deadlines and to prioritise competing and changing demands from customers.
- Experience of good drafting and negotiating skills.
- A proactive, practical, commercial and risk aware approach to the work.
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- Commitment to provide high quality legal service and to the principles and practice of customer service and to work proactively to build, maintain and improve relationships with clients.
- Understanding of and commitment to equalities issues.
- Basic awareness of health and safety practices.
- IT literate and experience in using legal and other IT based applications.
- Experience of delivering training
- Understanding of challenges facing local government

*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 complete the Summary Sheet Application Form