



**North  
Northamptonshire  
Council**

## **Junior Contracts and Procurement Lawyer**

### **Job details**

Job title: **Junior Contracts and Procurement Lawyer**

Grade: **NNBAND07 (£42,839 - £46,142)**

Reports to: **Contracts and Procurement Senior Lawyer**

Directorate and Service area: **Customer and Governance, Legal Services**

### **Purpose of the job**

To deliver good quality legal advice to client departments, ensuring they are aware of, and comply with, statutory requirements and the Council's activities are conducted in a lawful and transparent manner.

### **General responsibilities applicable to all jobs**

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

### **Principal responsibilities of this job**

4. Provide legal advice and services appropriate to level of qualification and experience as requested to the Council, its Members and its client departments to ensure that the implications of local government law are complied with and understood, including adequately representing the Council in courts and tribunals;
5. Provide support as appropriate to senior members of the team on reports for the Cabinet, Cabinet Members, Council Committees and Sub-Committees and to attend such committees and other meetings as may be required, which may include meeting out of normal office hours, ensuring that all procedural and standing order requirements are complied with.

6. Support and contribute to the effective delivery of the council’s objectives and priorities.
7. Monitor and share changes in the law and practice as appropriate and support senior lawyers to implement changes to policy and processes when necessary, informing client departments of changes in the law and practice when they occur;
8. Respond to queries and calls promptly and professionally, using effective communication and engagement;
9. Ensure complete and proper digital and physical records are maintained as appropriate relating to all work undertaken including time records using the service’s case management and time recording system;
10. Work collaboratively with other teams and support the training and development of colleagues and clients.

**Person Specification – Junior Lawyer**

Attributes	Essential Criteria	Desirable Criteria
<b>Education, Qualifications and Training</b>	Relevant degree Qualified CILEX, Solicitor or Barrister, licensed to practice.	Postgraduate level management qualification;
<b>Experience and Knowledge</b>	<p>Effectively and appropriately provide and communicate legal advice orally and in writing to Members, Officers and other stakeholders generally and at meetings.</p> <p>Experience in dealing with contracts and procurement matters, ideally in the following areas:</p> <ul style="list-style-type: none"> <li>• Preparing contract documentation</li> <li>• Providing relevant legal advice on competitive processes and/or mitigating procurement risk</li> <li>• Negotiating and drafting agreements</li> <li>• Contractual disputes</li> </ul> <p>Good negotiating and influencing skills.</p> <p>Effective management of competing demands and tight deadlines.</p> <p>Flexible, positive can-do approach to managing change and work demands. Experience in dealing with property matters, ideally with experience in at least two of the following areas:</p>	<p>Experience of working with Members.</p> <p>Awareness of political sensitivity.</p>

<b>Ability and Skills</b>	<p>Team player.</p> <p>Problem solving.</p> <p>Strong communication and presentation.</p>	<p>Analytical thinking and evaluation.</p> <p>Political and cultural awareness.</p>
<b>Equal Opportunities</b>	<p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.</p>	
<b>Additional Factors</b>	<p>Promote the Council's values of being:</p> <ul style="list-style-type: none"> <li>• Customer-focused</li> <li>• Respectful</li> <li>• Efficient</li> <li>• Supportive</li> <li>• Trustworthy</li> </ul>	