# Principal Property, Commercial and Procurement Lawyer

## Job Description

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| **Directorate:** | Resources | | |
| **Service:** | Law and Governance | | |
| **Location:** | County Hall, Preston - Hybrid Working | | |
| **Salary range:** | £55,612 - £60,147 | **Grade:** | 12 |
| **Reports to:** | Strategic Legal Manager (Place) and Strategic Legal Manager (Corporate) | **Staff responsible for:** | 0 |

## Job purpose and scope

### Purpose

One of the Council's senior professionals within Legal Services, taking a leading role on property,commercial and procurement lawmatters related to the Council's Transformation and Improvement Projects, heavily involved and integrated into the service, influencing, shaping and challenging at senior levels to deliver an effective service and to inform transformation and improvement and other projects. The post holder may also be responsible for service planning, development and associated budgets within their own area.

### Scope of Work

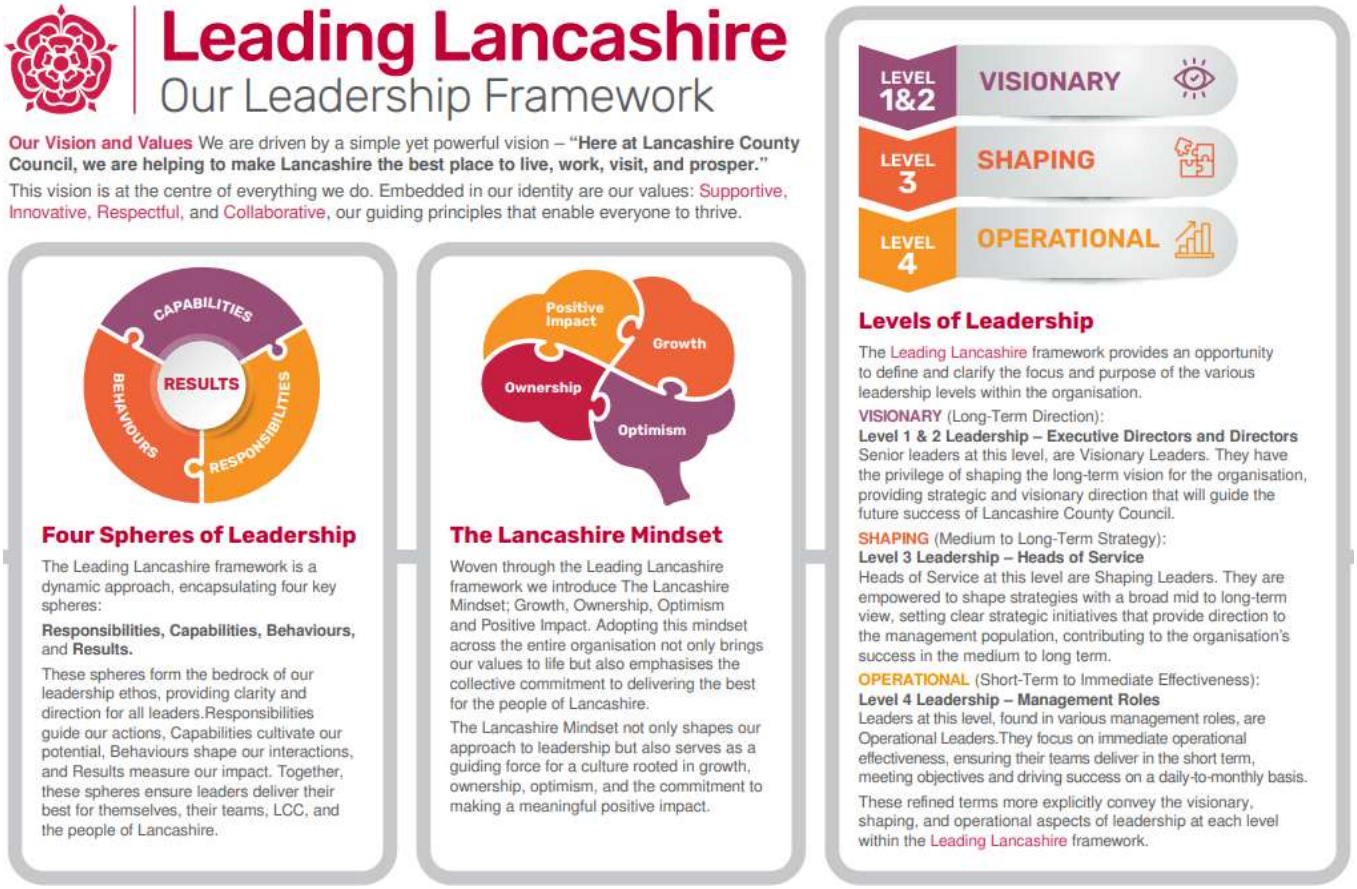
The post holder will need the highest level of professional expertise and experience within property, commercial and procurement law. This will include drafting documentation related to property transactions, contracts and other commercial agreements; providing property, commercial and strategic legal advice to multi-disciplinary project teams to mitigate risk; advising on complex, high value procurement exercises and commercial strategy; and exercising a large degree of independent professional responsibility and discretion. Working closely with the Grade 13 Strategic Legal Managers for Place and Corporate the post holder will provide technical and strategic support to high value transformation and improvement projects and will also deal with other complex property, commercial and procurement matters. The post holder will work collaboratively and closely with senior management and stakeholders to ensure a range of service development, improvement and on-going compliance.

## Performance Indicators

- Quality of advice/service against legal, safety and best practice standards
- Achievement of relevant service targets
- Adherence to internal/external quality standards if applicable
- Adherence to policies and procedures

- Accuracy and timeliness of information recording and processing
- Customer and stakeholder feedback
- Leading Lancashire Framework

## Leading Lancashire – Our Leadership Framework




## Accountabilities/Responsibilities

The following are a range of duties that are appropriate to this grade.

- Lead on the interpretation and communication of policy, legislation, regulations and codes of practice relevant to property, commercial and procurement law, scanning the horizon for relevant changes that may impact the business.

- Proactively provide expert property, commercial and procurement law advice to meet internal/external customers' needs, to inform multi-agency initiatives, and to facilitate management decision-making which will have medium to long term effects on the business.
- Evaluate existing provision and monitor service developments to recommend large scale service improvements for decision by senior management e.g. reviewing service delivery models.
- Review management information requirements and identify improvements to ensure information gathered meets requirements for service planning or legal/security requirements.
- Represent the Council at external forums, conferences and meetings to build professional networks and influence wider policy agendas.
- Lead on the design and delivery of medium to large property and commercial/ procurement related projects to resolve service issues or to achieve service improvements. This includes initiating and scoping improvement projects, and leading on the design of objectives.
- Lead, develop and promote a culture of continual professional development of all staff at each level.
- Provide support to and deputise (as appropriate) for the Strategic Legal Manager (Place) and Strategic Legal Manager (Corporate).
- Develop, manage and motivate a team which aspires to high standards of work and behaviour, by providing ongoing coaching and undertaking training needs analyses.

## Skills, knowledge and experience

- Authoritative knowledge and understanding of the principles, theory and practice of property, commercial and procurement law.
- A working knowledge of associated areas of law such as construction, litigation, planning and highways.
- Substantial experience of providing legal advice in relation to high value complex strategic projects.
- A proven record of providing credible and decisive direction to influence and shape strategic decisions and operational delivery.
- Multi-agency working and the ability to influence/persuade partnership working with authoritative, credible and decisive input to support the key operational service.
- Ability to present complex information/advice to a range of audiences both internal/external.
- The ability to operate in a pro-active lead role, cutting across the operational delivery span of the organisation to deliver joint working initiatives and improved delivery of services.
- Ability to effectively manage and control the provision of external legal advice, interpret and effectively communicate the advice to executive directors, directors and service managers.
- Ability to effectively engage with, advise and support other internal and external professional advisors.
- Up to date professional expertise
- Membership of relevant professional body

- Ability to scan horizon and understand implications of broader local government trends for the service.
- Commercial acumen and financial understanding.
- Comprehensive understanding of the activities and objectives of the Council, both current and future.
- In addition to the skills knowledge and experience described above, you may be required to undertake a lower graded role as appropriate.

## Other

- **Equal Opportunities**
  We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

- **Health and safety**
  All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

- **Customer Focused**
  We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

- **Safeguarding Commitment**
  We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

- **Skills Pledge**
  We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and numeracy if they do not have one already.

## Our Values

**We expect all our employees to demonstrate and promote our values:**

- **Supportive**
  We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.

- **Innovative**

We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.

- **Respectful**
  We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.

- **Collaborative**
  We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

## Person Specification

All the following requirements are essential unless otherwise indicated by *

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

| Qualifications |
| --- |
| Professional and/or academic level qualification or equivalent or substantial vocational experience in a relevant technical, scientific, specialised or operational field |

| Experience |
| --- |
| • Significant experience in a senior technical/specialist advisory role within a large and/or complex operation/function/service<br>• Significant experience at senior management level; managing large and/or complex operations/functions/services *<br>• Significant experience of working across services within multidisciplinary teams; managing projects and teams outside of direct line management<br>• Initial strategy, policy and procedural development and implementation across the area of responsibility<br>• Innovative and creative management of services within a changing and challenging financial environment |

- Management and development of teams to ensure high quality service delivery within an uncertain environment *
- Experience of managing and controlling budgets

## Essential knowledge, skills & abilities

- Ability to build relationships and influence, develop and motivate at senior levels, internally and externally
- Significant knowledge of the application, principles, theory and practice of the specialist area of responsibility
- Comprehensive understanding of Corporate and service strategy and objectives and translation and implementation at local level
- Ability to apply managerial judgement to ensure service area objectives are achieved
- Strong analytical and problem solving skills and the ability to look ahead and understand implications of future initiatives within the area of responsibility
- Strong project and change management skills

## Other essential requirements

- Commitment to equality and diversity.
- Commitment to health and safety.
- Display the LCC values and behaviours at all times and actively promote them in others.