

Job Description

Directorate:	Resources		
Service:	Legal Services		
Location:	County Hall, Preston		
Salary range:	£57,447 to £62,132	Grade:	12
Reports to:	Strategic Legal Manager	Staff responsible for:	

Job purpose and scope

One of the Council's senior legal professionals within Legal Services, providing expert legal advice and representation across commercial and procurement work. The post holder will be heavily involved and integrated within service areas, advising, influencing, shaping and challenging at senior levels to support the delivery of strategic priorities, workforce projects and statutory functions.

The post holder will possess a high level of professional expertise and experience within commercial and procurement law, including the drafting of contracts and other commercial agreements, providing commercial and strategic legal advice to multi-disciplinary project teams to mitigate risk and advising on complex, high value procurement exercises and commercial strategy. They will also possess a good understanding of public law and governance principles relevant to local authority decision-making.

The post holder will exercise a significant degree of professional independence and discretion, leading on highly complex, innovative, sensitive and high-profile matters. They will be recognised as a specialist legal adviser and will provide technical leadership, support and mentoring to colleagues across the Commercial and Procurement team.

Working closely with the Strategic Legal Manager and Principal Lawyers within the team, the post holder will support corporate priorities, transformation projects, workforce initiatives, service development and effective risk management, ensuring lawful and robust decision-making throughout the Council.

Performance Indicators

- Quality of legal advice and service against legal, professional and best practice standards.
- Achievement of relevant service objectives and targets.
- Adherence to internal and external professional standards.
- Effective management of complex and high-risk matters.
- Positive customer and stakeholder feedback.
- Delivery of service improvements and strategic objectives.
- Demonstration of the Lancashire Leadership Framework.

Leading Lancashire – Our Leadership Framework



Leading Lancashire

Our Leadership Framework

Our Vision and Values We are driven by a simple yet powerful vision – “Here at Lancashire County Council, we are helping to make Lancashire the best place to live, work, visit, and prosper.”

This vision is at the centre of everything we do. Embedded in our identity are our values: *Supportive, Innovative, Respectful, and Collaborative*, our guiding principles that enable everyone to thrive.



Four Spheres of Leadership

The Leading Lancashire framework is a dynamic approach, encapsulating four key spheres:

Responsibilities, Capabilities, Behaviours, and Results.

These spheres form the bedrock of our leadership ethos, providing clarity and direction for all leaders. Responsibilities guide our actions, Capabilities cultivate our potential, Behaviours shape our interactions, and Results measure our impact. Together, these spheres ensure leaders deliver their best for themselves, their teams, LCC, and the people of Lancashire.



The Lancashire Mindset

Woven through the Leading Lancashire framework we introduce The Lancashire Mindset; Growth, Ownership, Optimism and Positive Impact. Adopting this mindset across the entire organisation not only brings our values to life but also emphasises the collective commitment to delivering the best for the people of Lancashire.

The Lancashire Mindset not only shapes our approach to leadership but also serves as a guiding force for a culture rooted in growth, ownership, optimism, and the commitment to making a meaningful positive impact.



Levels of Leadership

The Leading Lancashire framework provides an opportunity to define and clarify the focus and purpose of the various leadership levels within the organisation.

VISIONARY (Long-Term Direction):

Level 1 & 2 Leadership – Executive Directors and Directors
Senior leaders at this level, are Visionary Leaders. They have the privilege of shaping the long-term vision for the organisation, providing strategic and visionary direction that will guide the future success of Lancashire County Council.

SHAPING (Medium to Long-Term Strategy):

Level 3 Leadership – Heads of Service

Heads of Service at this level are Shaping Leaders. They are empowered to shape strategies with a broad mid to long-term view, setting clear strategic initiatives that provide direction to the management population, contributing to the organisation's success in the medium to long term.

OPERATIONAL (Short-Term to Immediate Effectiveness):

Level 4 Leadership – Management Roles

Leaders at this level, found in various management roles, are Operational Leaders. They focus on immediate operational effectiveness, ensuring their teams deliver in the short term, meeting objectives and driving success on a daily-to-monthly basis.

These refined terms more explicitly convey the visionary, shaping, and operational aspects of leadership at each level within the Leading Lancashire framework.

Accountabilities/Responsibilities

- Lead on the interpretation and communication of policy, legislation, regulations and codes of practice relevant to commercial and procurement matters, scanning the horizon for relevant changes that may impact the business.
- Proactively provide expert commercial and procurement legal 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, as required, at external forums, conferences and meetings to build professional networks and influence wider policy agendas.

- Promote a culture of continual professional development of all staff at each level.
- Provide support to and deputise (as appropriate) for the Strategic Commercial Lawyer.
- Provide support, where required, to the team managers in respect of the development, management and motivation of a team which aspires to high standards of work and behaviour, by providing ongoing coaching and undertaking training needs analyses.

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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

- Admitted Solicitor, Barrister or Chartered Legal Executive with current practising certificate

Experience

- Authoritative knowledge and understanding of the principles of commercial and procurement law.
- A working knowledge of associated areas of law such as property, litigation, highways and company law.
- 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.
- 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.

Essential knowledge, skills & abilities

- Comprehensive understanding of local government public law and governance.
- Ability to provide expert legal advice on complex, novel and high-risk matters.
- Ability to identify legal and organisational risks and develop practical solutions.
- Ability to influence senior decision-makers through clear, authoritative advice.
- Strong negotiation and drafting skills.
- Ability to support and develop colleagues through coaching, mentoring and technical supervision.
- Ability to identify implications arising from legislative change, case law and government policy developments.
- Ability to manage competing priorities and deliver outcomes within tight timescales.
- Ability to communicate complex legal principles clearly to non-legal audiences.
- Strong commitment to continuous improvement and professional excellence.
- Advanced IT and case 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.