

# COMMERCIAL LAWYER

## Job Description

|                      |  |                               |                          |
|----------------------|--|-------------------------------|--------------------------|
| <b>Directorate:</b>  | Resources  |                               |                          |
| <b>Service:</b>      | Legal, Governance & Registrars   | <b>Team:</b>                  | Commercial & Procurement |
| <b>Location:</b>     | County Hall, Preston – hybrid working with the ability and opportunity to work from home |                               |                          |
| <b>Salary range:</b> | £38,890 - £43,857 per annum  | <b>Grade:</b>                 | 10                       |
| <b>Reports to:</b>   | Senior Lawyer  | <b>Staff responsible for:</b> | N/A                      |

### Job Purpose

- Advising internal clients and liaising with other third parties in the giving of commercial advice and the drafting of commercial documents
- Advising on the application of the Authority's constitution and any relevant procurement legislation.
- Supporting a broad range of general commercial legal work from social care services to ICT to construction, with advice relating to subsidy control, grant funding and the opportunity to work on high value and strategic projects.

### Accountabilities/Responsibilities

#### All positions:

- Drafting commercial contracts and other commercial documents.
- Providing advice on existing and proposed commercial arrangements.
- Providing advice relating to the Public Contracts Regulations 2015 and subsidy control.
- General commercial legal advice.
- Commercial dispute resolution where necessary (pre-litigation).

#### Pensions role:

- Advising the council's Pension Fund on a range of contract and commercial matters, including discharge of functions and liability agreements relating to the pension administration and investment functions carried out by Local Pensions Partnership Ltd, along with associated transactional work.

#### ICT role:

- Advising the council's Digital Service on a range of contract, commercial and procurement matters, including the procurement of hardware and software, software licences, the use of third-party frameworks and the council's role as a communications provider.

## 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.

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## 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 as a Solicitor or called to the Bar or be a Chartered Legal Executive.

### Experience

- Experience of using up to date and authoritative legal knowledge to support delivery of a complex operation/function/service.
- Working in different operational areas or supporting activity across different services.
- Experience of providing effective legal support for operational activity or service undergoing change and challenge.
- Demonstrable commercial background, with credit given for the breadth and depth of experience that a candidate can demonstrate\*.
- Local authority legal work with an appreciation of the requirements of adhering to our constitution and the Public Contracts Regulations 2015\*.

### Essential knowledge, skills & abilities

- Strong work ethic and professional attitude.
- Ability to communicate effectively, orally and in writing, on law and practice, with various stakeholders.
- Proven ability to implement and deliver complex and challenging solutions which are consistent with existing, new or evolving policy/procedure.
- Effective networking skills with a wide range of staff and external organisations.
- Demonstrative knowledge of the application, principles, theory and practice of the specialist area of responsibility.
- Ability to apply technical/specialist judgement to ensure service area objectives are achieved.
- Ability to plan and organise a range of complex activities and priorities within a focused area of service.

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- IT skills including ability to use MS Office suite of applications.

## **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.