**Job description**

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| **Job title: Team Leader – Contract and Commercial** |

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| **Department: Finance and Resources**  **Service: Legal Services**  **Grade: K**  **Post reference number: NR1533 Team Leader – Contracts and Commercial** |
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| **1. Job purpose** |
| To manage the Contracts and Commercial Team who are responsible for providing advice on contract and commercial matters, including governance and ensure it is functioning effectively and efficiently. To advise the Council and lead upon complex legal and administrative aspects of the Council’s business. The post holder is an important member of the Legal Services which operates as part of a customer conscious business unit providing legal services. In particular the post holder will supervise other solicitors, legal executives, trainee solicitors or other legal staff as required. They will also input into the practice management of Legal Services as a whole. The area of work will vary according to the needs of the service. |
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| **2. Principal duties and responsibilities** |
| Lead and manage the Contract and Commercial Team and ensure it is functioning effectively and efficiently.  Advise and lead on complex legal work including providing advice to council departments, specialising in at least one key area of the team’s work. To have a demonstrable understanding of administrative/public law in the context of the team’s areas of work.  Advise on agendas, minutes and provide legal advice and comments on decisions, including governance and constitutional advice.  Attend Committees, Boards, Meetings to provide advice and support to Councillors and Officers as a legal advisor and/or clerk as required.  Represent the Council at meetings with outside bodies.  Develop, support and embed a ‘one legal service approach’ as part of the Legal and Governance leadership team, including inputting into the practice management of Legal Services, attending team leader meetings and providing advice and support to other teams within Legal Services.  Provide pragmatic, proactive and innovative legal solutions to enable the Council to meet its objectives in a lawful way.  Supervising and training Solicitors/Legal Executives, Trainee Solicitors and other staff as required by the Director of Legal and Governance or the Head of Legal Services.  The duties require contact with members of the Council and staff at all levels. |
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| **3. All staff are expected to maintain high standards of customer care in the context of the City council’s Core Values, to uphold the Equality Scheme ‘Fair & Just’ and health and safety standards and to participate in training activities necessary to their post.** |
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| **4. All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way. All staff are expected to uphold the City Council obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.** |
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| **5. This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer; the responsibility level of any other duties should not exceed those outlined above.** |
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| **7. Post holder’s immediate supervisor: Beth Brown** |
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| **Prepared by/author:** Malcolm R. Townroe **Date:** 20 June 2022 |
| **Job title:** Director of Legal and Governance |

**Person specification**

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| **Job title: Team Leader** |

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| **Department: Finance and Resources**  **Service: Legal Services**  **Section: Contracts and Commercial**  **Grade: K**  **Post reference number: NR1533 Contracts & Commercial** | | | | | | |
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| **Areas of**  **responsibility** |  | **Measurement** | | | | |
| **P** | **A** | **T** | **I** | **D** |
| **Technical Understanding**  **Technical Understanding** | Solicitor admitted for not less than 3 years, barrister having completed a pupillage and called to the Bar for not less than 5 years |  | 🗸 |  |  | 🗸 |
| Evidence of an understanding of the legal work carried out in local government and a knowledge of the practical issues involved. |  | 🗸 |  |  |  |
| Must be able to analyse and make decisions on complex legal issues with minimum supervision. |  | 🗸 |  | 🗸 |  |
| To demonstrate the ability to organise and deal with a heavy workload, and work under pressure. |  | 🗸 |  | 🗸 |  |
| To demonstrate an ability to assimilate complex information quickly. |  | 🗸 | 🗸 | 🗸 |  |
| Must be able to demonstrate an ability to carry out advocacy. |  | 🗸 |  | 🗸 |  |
| An ability to look at complex problems and make decisions in an objective manner. |  | 🗸 |  | 🗸 |  |
| Ability to contribute to the development of the practice management of the legal team / business unit. |  | 🗸 |  | 🗸 |  |
| Aptitude to be trained in and work with Information Technology Systems. |  | 🗸 |  | 🗸 |  |
| An ability to work both on own initiative and as part of a team. |  | 🗸 |  | 🗸 |  |
| Considerable experience of local authority type legal work (not necessarily obtained by working with a local authority). |  | 🗸 |  | 🗸 |  |
| Evidence of having some experience of contribution to practice management. |  | 🗸 |  | 🗸 |  |
| Evidence of having regularly dealt with important complex high profile legal case work involving substantial regular contact with either senior local authority officers and members or senior managers/directors of a client organisation. |  | 🗸 |  | 🗸 |  |
| Significant experience of Contract and Commercial Law. |  | 🗸 |  | 🗸 |  |
| Communication and Customer Care | Must be able to communicate clearly, both orally and in writing. |  | 🗸 | 🗸 | 🗸 |  |
| The ability to provide objective advice to Council Committees and other bodies. |  | 🗸 |  | 🗸 |  |
| To prepare comprehensive reports on legal issues. |  | 🗸 |  | 🗸 |  |
| To regularly carry out important complex high profile legal casework, involving contact with senior officers and members. |  | 🗸 |  | 🗸 |  |
| Ability to work in a cost conscious and customer oriented environment. |  | 🗸 |  | 🗸 |  |
| Experience of having contributed to or given advice at formal meetings. |  | 🗸 |  | 🗸 |  |
| **People Management** | To demonstrate the ability to manage others both as individuals and in a team. |  | 🗸 |  | 🗸 |  |
| An ability to contribute to the personal and professional development of both the team and the individuals in it. |  | 🗸 |  | 🗸 |  |
| An ability to manage the team and its workload and, when required, to deputise for the Head of Legal and Governance or Director of Legal and Governance |  | 🗸 |  | 🗸 |  |
| Evidence of having some experience of managing people. |  | 🗸 |  | 🗸 |  |
| **Work to promote mutual respect and good relations** | An understanding of the City Council’s Equality Scheme, a commitment to its implementation and application in employment and service delivery. |  | 🗸 |  | 🗸 |  |
| **Work Related Circumstances** | Willingness to comply with the City Council’s non-smoking policy. |  | 🗸 |  |  |  |
| **Other** | This is a politically restricted post under the provisions of the Local Government and Housing Act 1989. The level of responsibility of this post and the need to attend meetings may require the post holder to work outside normal working hours and beyond 37 hour week (the Council will seek to ensure that the needs of post holders with family or other special responsibilities are accommodated). |  | 🗸 |  | 🗸 |  |
| **P**: Pre-application **A**: Application **T**: Test **I**: Interview **D**: Documentary evidence | | | | | | |
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| **Prepared by/author:** Malcolm R. Townroe **Date:** Updated 20 June 2022 | | | | | | |
| **Job title:** Director of Legal & Governance | | | | | | |