

ROLE PROFILE

Job Title:	Lawyer (Projects, Procurement & Contracts)	Job Code:	R/L7
Department:	Legal & Governance Services	Version:	1.2
Reports To:	Lead Lawyer (Projects, Procurement & Contracts)	Date Created:	July 2020
		Member of:	Corporate Services
		Grade:	L
		Budget:	N/a

Is this a politically restricted Post?	Yes/ No <i>(*if yes, see our policy on what this means)</i>
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ORGANISATIONAL CONTEXT

Our Vision as an organisation is:

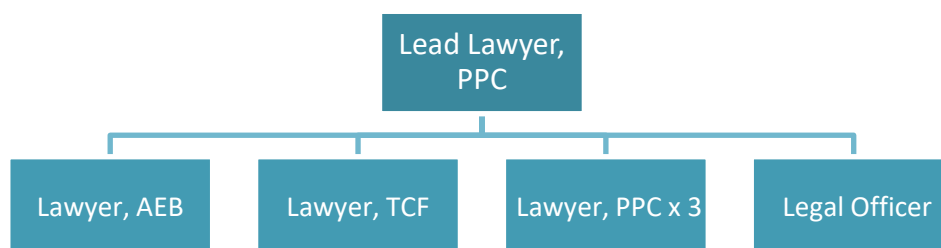
To be a globally recognised economy where good growth delivers high levels of prosperity, jobs and quality of life for everyone.

To achieve this we will:

Secure the means to deliver projects and services needed for growth in the Leeds City Region (LCR), be its voice nationally and internationally, and build the partnerships to ensure the best economic outcomes.

Our department contributes to this by:

Providing high quality support to all functions, ensuring processes and systems both protect and enable West Yorkshire Combined Authority in achieving its objectives.



Job Overview:

- Act as a senior legal advisor, supporting the Lead Lawyer to provide a quality legal service to the Combined Authority in relation to the Projects, Procurement and Contracts (PPC) legal function.
- Work in partnership with the Strategic Procurement Function to provide an integrated procurement service.

- © Design, implement and maintain the systems required for delivery the objectives of your function to support the Combined Authority in achieving its vision.
- © Take a pro-active corporate role in the management of your function including participation and delivery of your directorate's objectives.
- © Responsible for demonstrating commitment to corporate processes and ensuring that these are delivered at all times.

- © Be a visible and enthusiastic manager, encouraging partnership working across the organisation.
- © Take a positive approach to self-development.

CRITICAL SUCCESS FACTORS

*We break each job down to explain the critical areas for success, ranked by importance.
These indicate the end result or outputs for which the role holder is responsible.*

People Contacts:

- Train, advise, and coach the Legal Officers on legal issues and drafting, assisting with their personal development.
- © Support partnership working across the organisation and externally.
- © Work together with your team to ensure targets are achieved.
- © Be an advocate of our strong performance management culture, taking accountability for delivering results.
- © Contribute to a positive working environment for your team, with a solid ethic of working towards achievement of our vision.
- © Take a proactive approach to internal processes, contributing during meetings and interviews.
- © Utilise effective communication channels when working with others.

Technical Duties:

- Work closely with the Lead Lawyer, PPC to provide a customer focussed, high performing and proactive legal service in relation to the PPC function.
- Negotiate, draft and interpret high value and complex contract documentation (including but not restricted to the fields of construction, energy sector, regeneration, public transport, skills and colleges, grants, loans, and contracts with a European Union dimension).
- Undertake contract negotiation and provide advice and assistance in relation to contract disputes and dispute resolution ensuring the Combined Authority's position is protected at all times and risks minimised.
- Work closely with the strategic procurement function advising on the implementation and interpretation of Public Procurement Regulations, Combined Authority standing orders, tender procedure and all other relevant statutory legislation to ensure legal compliance and minimise procurement risks.
- Provide detailed advice on state aid and competition law including providing risk based advice associated with the provision or receipt of multi-million pound grant funding.
- Provide legal advice in relation to Combined Authority projects and programmes (including Public Transport, Infrastructure, Regeneration, Energy sector and Service provision) including providing advice in areas of public transport law (such as quality contracts, voluntary partnerships, quality partnerships and ticketing schemes) liaising with the Property legal function as appropriate to provide an integrated legal service.
- Analyse situations, applying legal knowledge and expertise and provide accurate legal and commercial advice across all levels of the organisation. Guide decision making based on options and implications, proposing solutions and recommending and implementing new policies and procedures to improve ways of working and reduce risk.
- Ensure comprehensive, high quality and effective legal documentation is prepared to enable the Combined Authority to achieve its objectives expeditiously whilst at all times minimising risk.
- Communicate timely and accurate tactical and strategic advice at all levels, applying legal privilege where necessary. Write and review complex reports for decision making forums, ensuring clarity as to

any legal implications associated with options or courses of action including advice around associated risk.

- Provide legal advice in relation to intellectual property matters to protect the Combined Authority's interests and reputation and advise on corporate legal matters including advising CA Directors and senior managers on company law matters, joint ventures and registered company requirements.
- Monitor new and current legal issues, ensuring team and other stakeholders are informed as appropriate and maintain up to date information in relevant areas.
- Lead and participate in assignments and the delivery of projects as directed or work as part of a team to deliver important schemes and provide advice and assistance to project boards and project managers during the delivery of projects.

- © Typically works on horizons of one year, in line with the objectives set in the business plan.
- © Ensure you have the right procedures in place to achieve your strategic objectives, developing and amending processes as required.
- © Forward plan your workload, identifying appropriate solutions and acting accordingly.
- © Lead by example on health & safety matters, ensuring compliance with the Combined Authority's health and safety policy.

Financial:

- © Deliver financial results against corporate Key Performance Indicators.
- © Analyse and appraise financial related information ensuring financial process deadlines are met.

Impact & Influence:

- Demonstrate commercial acumen and an understanding of the Combined Authority's business when advising and negotiating on behalf of the Combined Authority, applying good communication and influencing skills to best represent the interests of the Combined Authority and to achieve its objectives.
- Use strong analytical skills and sound judgment to provide solution focussed advice which demonstrates a thorough understanding of the aims and objectives of the Combined Authority.
- Develop positive working relationships with local authorities, other combined authorities, PTEs, central government bodies and other organisations as appropriate.
- Work in partnership with the Lead Solicitor to develop and deliver necessary training and materials across the organisation in relation to all areas of PPC ensuring compliance with legislation and standing orders.

- © Represent the interests of your function within the context of the wider aims of the Combined Authority both internally and externally.
- © Foster good working relations across the organisation, building effective departmental relationships.
- © Use strong communication skills to influence key customers and stakeholders supporting your function's ability to deliver results in line with the vision.
- © Identify and find solutions to communication challenges observed within the organisation.

The above lists of accountabilities are not exhaustive. The role holder will be required to undertake such tasks as may reasonably be expected commensurate with the scope and grading of the role.

THE PERSON

To be fully successful in the role, we believe the following knowledge, skills and experience are required. When recruiting, we are looking for the best candidate match to this, however we know that there are some elements that can be trained and this will be taken into account during the recruitment process.

Knowledge:

- © Qualified Solicitor or Barrister with current practising certificate or full CILEX (Fellowship) qualification. Recent post-qualification experience, ideally in a public sector organisation.
 - © Significant experience of successfully working as a legal advisor at a senior level within one or more areas of projects, procurement and contracts.
 - © Practical experience of successfully performing in a similar role.
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- Significant legal and practical knowledge and experience of contract, commercial, EU procurement, competition, state aid and intellectual property.
 - Significant legal and practical knowledge and experience of advising on large scale projects within the fields of Public Transport, Infrastructure, Regeneration, Energy sector and Service provision.
 - Good knowledge of local government law and practice including a thorough understanding of the political nature of local government and the democratic process.

People:

- © Experience of effectively contributing to department objectives.
 - © Experience of successfully identifying appropriate communication channels to deliver information.
 - © Experience of effectively contributing to organisational vision.
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- Experience of training, advising and coaching staff on legal issues and drafting, assisting with their personal development.
 - Experience of working collaboratively as part of a team with the ability to motivate colleagues to achieve team objectives.
 - Ability to organise and assimilate complex legal information and convey it to relevant colleagues to facilitate the progression of matters.

Technical:

- © Demonstrable experience of managing and championing change successfully.
 - © Strong communication skills with the proven ability to influence, negotiate and challenge.
 - © Experience of making compelling business cases/ reports to a range of audiences.
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- Substantive experience of advising on the implementation and interpretation of EU Procurement Regulations including advising on risk and in relation to procurement challenges.
 - Sound judgment and outstanding analytical skills and experience of advising on and drafting complex and high value commercial contractual documentation.
 - Experience of advising on major projects or projects with a significant impact on PPC related matters within a public sector or transport environment.
 - Experience of negotiating commercial settlements in the public sector.

Financial:

- © Demonstrable experience of successfully managing budgets.

Impact & Influence:

- © Proven experience of confidently and professionally conveying information both written and oral in a clear, concise and persuasive style.
- © Comprehensive experience of leading, negotiating and influencing stakeholders.

- © Experienced in forming and developing effective senior level working relationships with Members, Government and partner organisations to achieve the best outcomes for the organisation.
- © Comprehensive experience of providing leadership in a complex public-private sector partnership context.

- Experience of developing and delivering necessary training and materials to a wide range of audiences.
- Ability to write concise, accurate and informative reports and presentations.

OUR VALUES & BEHAVIOURS

Championing Our Region | Working Intelligently | Easy to Do Business With | Positive About Change | Working Together

These are our values. We shaped them together and we're proud of them.

We also created a set of behaviours for each of our values. Our behaviours provide us with a way of working and they are our minimum expectations of everyone here.