

ROLE PROFILE

Job Title:	Principal Lawyer (Procurement & Commercial)	Job Code:	CS/LGS6
Department:	Legal & Governance Services	Version:	1.0
Reports To:	Legal Commercial Service Lead	Date Created:	May 2022
No. of direct reports:	3	Member of:	Corporate & Commercial Services Directorate Team
No of employees in function:	Circa. 41	Grade:	M
		Budget:	N/A

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

ORGANISATIONAL CONTEXT

Our Vision as an organisation is:

To create a West Yorkshire that is prosperous, well connected, safe, inclusive and a hotbed of creativity and sustainability.

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 the Combined Authority in achieving its objectives.



Job Overview:

- Take the strategic lead on all complex and high value public procurements and the robust drafting and negotiation of commercial contracts, effectively anticipating and responding to opportunities and change to enable the Combined Authority to continue to evolve and adapt in a timely and efficient manner.
- Support the Service Lead in their role, including in respect of responsibilities around the implementation and delivery of major public procurement projects and programmes, ensuring sound commercial acumen and full statutory compliance, and providing legal advice in the fields of contract and public procurement laws and practice, and further engage proactively and effectively with a wide

range of internal and external stakeholders including senior officers, Directors, members and government officials in order to most effectively drive the Combined Authority's high value and complex procurement projects pipeline delivery agenda.

- Shape, lead and manage the Procurement & Commercial function, leading the team to provide the Combined Authority with a proactive, professional, comprehensive legal service forming an integral part of the Legal Commercial Service and more widely a seamless interface with Commercial Services.

- © Design, implement and maintain the systems required for delivering 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 participating in delivering your directorate's objectives.
- © Demonstrate commitment to corporate processes and ensure these are delivered at all times.
- © Be a visible and enthusiastic manager, encouraging partnership working across the organisation.
- © Influence, develop and motivate your team, taking a positive approach to their 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 Management:

- Manage and supervise the Procurement Team, providing training, advice and coaching to assist with personal development in line with Combined Authority policies and procedures.
- Develop relationships with senior officers within the Combined Authority and stakeholders in other authorities and bodies to ensure it maintains high standards of legal service provision and compliance in relation to all public procurement projects and seek to optimise best practice in the development of processes and arrangements within the Combined Authority area.

- © Encourage a partnership approach to work across the organisation and externally.
- © Provide clear direction, focussing on developing and motivating your team(s) to ensure targets are achieved.
- © Manage the workflow of the team to deliver a strong performance management culture, where people are accountable for the delivery of results.
- © Monitor productivity levels and balance of skills within your team, taking action to ensure that they are equipped to complete their work.
- © Create the right working environment for your team, with a solid ethic of working towards achievement of our vision, utilising the Combined Authority's policies and procedures.
- © Take a proactive approach to management of change and recruitment processes, leading consultation meetings and interviews.
- © Ensure appropriate communication channels are in place and effective between you and your direct reports.
- © Fulfil the HR processes associated with being a people manager, e.g. employee relations and development issues.

Technical Duties:

- Support the Service Lead by taking a leading role in ensuring that high quality legal and procedural advice is provided to ensure efficient implementation and delivery of public procurement projects and compliance with applicable laws and regulations.
- The postholder will:
 - Draft, negotiate and interpret high value and complex commercial contract documentation for (but not restricted) to construction and infrastructure projects, major IT hardware and software purchases, regeneration and energy projects, consultancy arrangements, public and education transport provision, adult skills, education and training requirements,

- framework agreements and all other procurements for goods and services by the Combined Authority;
- 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;
 - Advise on the implementation and interpretation of Public Procurement Regulations, the organisation's standing orders, tender procedure and all other relevant statutory legislation to ensure legal compliance and minimise procurement risks;
 - Work closely with the Combined Authority's Commercial Service, advising on the commercial aspects of all procurements, ensuring that the Combined Authority obtains value for money at all time;
 - Provide legal advice and assistance in relation to all Combined Authority procurements and liaise with the other parts of the Legal Commercial Service as appropriate to provide an integrated Legal commercial Service.
- Support the Service Lead to ensure that effective processes and procedures are in place to manage the Procurement function and guide the procurement team of lawyers.
 - Proactively horizon scan and build external relationships to anticipate, identify and plan for forthcoming national or local legal regulatory or policy changes as appropriate and play a key role in developing revised or new arrangements in response to such initiatives.
 - Shape, lead and manage the delivery of a customer focussed, high performing and pro-active Procurement & Commercial function, ensuring that the service is efficient, effective and delivers value for money and in particular ensuring that the team meets the following objectives:
 - Compliance with all legal requirements;
 - Promote efficient decision-making, openness and accountability;
 - Minimise the risk of legal challenge and provide input and support as required in respect of any litigation relating to any procurement challenges;
 - Deliver the Combined Authority's functions and corporate priorities;
 - Implement devolved powers and functions of the Combined Authority in connection with this role;
 - Ensure effective working with suppliers, service providers and other stakeholders and set up and maintain accountability and monitoring processes and structures;
 - Adopt a commercial approach to all public procurement projects, safeguard public funds and obtain value for money;
 - Provide pro-active, innovative, solutions focused and risk based legal advice in order to minimise legal, financial and reputational risk to the Combined Authority;
 - Take an active role in delivering against the Combined Authority's Equality, Diversity, and Inclusion Vision.
 - Provide legal support required by means of:
 - Research into emerging legislation as it passes through parliament
 - Provision of written and verbal advice, briefing notes and reports to the Head of Legal and other senior officers, the Combined Authority and its committees
 - Attendance at meetings to provide advice and assistance as required
 - Provision of options and solutions for delivery of political objectives within a legal framework
 - Prepare and present bespoke training to Elected Members and officers as required, to embed and inform about relevant developments relating to Procurement & Commercial matters
 - Support the Service Lead and Head of Legal and Governance in budget and business planning.

- © Typically work on horizons of one year, in line with the objectives set in the business plan.
- © Ensure your function has the right procedures in place to achieve your strategic objectives, developing and amending processes as required.
- © Forward plan the workload of the function, thinking through potential contributions, 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:

- Be responsible for management of budgets relating to expenditure by the Legal and Governance Services team.
- © Fulfil the requirements of a budget holder, as detailed in the Corporate Standing Orders and the Financial Regulations.
- © Deliver financial results against corporate Key Performance Indicators.
- © Analyse and appraise financial related information ensuring financial process deadlines are met.

Impact & Influence:

- Advise Members and senior officers in relation to all matters of contracts, public procurement and other applicable laws both proactively and reactively as appropriate including matters of political sensitivity, applying excellent communication and influencing skills to best represent the interests of the Combined Authority and to achieve its objectives.
- Apply outstanding 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 relationships with local authorities, other combined authorities, central government bodies and other organisations as appropriate and share and develop know-how to improve inter-organisational relationships and demonstrate credibility.
- Identify, develop and lead the delivery of necessary training and materials across the organisation in relation to relevant contracts, public procurement and other applicable laws and matters of policy and procedure 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 team relationships.
- © Use strong communication skills to influence with key customers and stakeholders ensuring your function is able 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 entitled to hold a current practising certificate or full CILEX (Fellowship) with significant recent post-qualification experience, ideally in a public sector organisation.
- © Professional Qualification in Management or equivalent experience.
- © Extensive practical experience of successfully performing in a similar role.
- Substantial and extensive legal and practical knowledge and experience relating to the implementation and delivery of complex and high value public procurement projects and programmes.
- Substantial and extensive legal and practical knowledge and experience relating to local government law and practice as combined authorities.
- Demonstrable knowledge of the legislative framework of related functions including some or all of the following: commercial contracts, public procurement regulations, intellectual property law, infrastructure projects, construction law (including knowledge and experience of using the NEC suite

of contracts) public transport schemes, major regeneration and energy projects and regional adult education, skills and training provision.

- Substantial experience of shaping and leading a legal function to deliver high standards.
- Demonstrable experience of project management.
- Demonstrable evidence of keeping up to date in area of expertise and skills relevant to the Combined Authority to improve the organisation's performance and professionalism.

People:

- Ⓞ Experience of prioritising, planning and organising workloads to manage expectations and deadlines.
- Ⓞ Experience of managing people including appraisals, performance management, disciplinary, recruitment and selection.

- Experience of leading and developing a team including using coaching and mentoring skills.
- Experience of advising and influencing stakeholders to achieve a desired outcome.

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.

- Significant experience of advising on a range of complex matters within the specified practice area.
- Significant skills and experience of drafting complex commercial contractual documentation.
- Demonstrate the ability to proactively anticipate and respond to a changing public sector legal and procurement landscape and lead on new or changing areas of the Procurement function's priorities, effectively identifying options and solutions and supporting and guiding the Combined Authority to take decisions within a framework which maintains the integrity and protects the interests of the organisation.
- Demonstrate the ability to work in other related areas of the Legal Commercial Service when required.
- Demonstrate the ability to organise and assimilate complex legal information at pace, including that outside core area of expertise and to relay this effectively through appropriate forms of communication and briefing to a wide range of stakeholders and parties.
- Competent user of Microsoft packages and intranet sites.

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.

- Demonstrable ability to communicate complex legal advice to elected members and officers at all levels of the organisation and significant experience of conveying legal advice in a politically sensitive environment.
- Experience of developing and embedding best practice, innovation and continuous improvement in the delivery of a legal service.
- Experience of developing and delivering necessary training and materials to a wide range of audiences.

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.