

Kent County Council

Job Description: *Senior Lawyer Contract and Commercial*

Directorate:	Chief Executive's Department
Unit/Section:	Legal Services
Grade:	KSJ
Responsible to:	Head of Group / Deputy Head of Law

Purpose of the Job:

Responsible for accomplishing Legal Services departmental objectives by providing legal advice and assistance to the Council including drafting all necessary legal documentation in respect of the Specialism(s).

To support the relevant Head of Group / Deputy Head of Law ("HoG") and the Head of Law in delivery of the Corporate Responsibilities.

Main duties and responsibilities:

To:

- Advise on all aspects of work within one or more of the following specialisms:
 - ✓ Planning including advice relating to planning applications, appeals, enforcement
 - ✓ Highways including advice relating to highways law, public rights of ways and village greens
 - ✓ Property including advice relating to various property transactions
 - ✓ Contracts and Commercial including advice related to works, services, concession and health related services contracts, public procurement and subsidy control
 - ✓ Litigation including Judicial Reviews, discrimination claims, Human Rights Act claims, money claims, and debt recovery
- "the Specialisms"
- Draft all necessary documentation required
- Supervise and provide guidance to junior members of the team
- Act as one of the team's experts in the Specialisms, continually developing and maintaining specialist knowledge to provide expert advice and guidance to Members, senior managers, Council officers and colleagues.
- Attend meetings as the Council's legal advisor and to represent Legal Services at meetings, working groups and external meetings as directed by the HoG; achieving and maintaining good working relationships with external and internal clients, fellow professionals and other team members.
- Work collaboratively and make proactive connections across Legal Services and the Council in order to ensure the Council receives appropriate and timely legal advice to enable the organisation to meet its strategic objectives.

- Assist the HoG with the commissioning of legal advice, in line with the principles of the Council's internal commissioning framework, which both supports the required outcomes of the associated strategies and builds capacity and capability.
- Provide accurate and timely reports to the HoG as appropriate on delivery of commissioned legal advice.
- Accurately record time spent on transactional matters for the purpose of recharging this to the internal client or third party bill payer.
- Provide training to clients in relation to the Specialism
- Contribute to and undertake all responsibilities in compliance with any quality systems/ procedures operating within the Legal Services team
- Carry out such duties as may be required and are commensurate with the grade of the post and its role within the directorate and the council

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Senior Lawyer Contract and Commercial*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • Qualified Solicitor / Legal Executive / Barrister with current practising certificate.
EXPERIENCE	<ul style="list-style-type: none"> • Proven experience in one or more of the Specialisms
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Ability to work effectively to high professional standards, including being able to respond quickly and accurately to urgent matters and meet agreed deadlines. • Good IT skills including being able to use Microsoft Word & Outlook effectively and ability to use a legal case management system. • Good team working skills. • Ability to work fast and under pressure, using initiative and adopting a proactive approach. • Excellent presentation and communication skills. • Ability to cultivate good working relationships with internal clients and other stakeholders. • Excellent research and drafting skills. • The ability to carry out legal research and to share any knowledge and expertise gained with fellow team members and clients as appropriate.
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of the relevant Specialisms. • Knowledge of complex matters of a high risk or high value nature
BEHAVIOURS AND KENT VALUES	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make

Organisational Responsibilities

All corporate directors, directors and senior managers have an explicit responsibility to deliver the collective agenda of the Council. These are fundamental elements of their role not an addition and are summarised as follows:

Whole Council

- Seek to improve the lives of all residents in Kent and economy of Kent
- Act as corporate parent to the Council's looked after children
- Take an active role in promoting and ensuring the Council's responsibilities for safeguarding are met.
- Understand, communicate and contribute to the delivery of KCC's strategic aims
- Meet statutory obligations and promote and ensure compliance with policies and procedures and the Council's Code of Conduct (Kent Code).
- Advise elected members and support the democratic process
- Promote the Council brand and enhance the overall reputation of the Council
- Understand and monitor the measures of performance, including customer insight, which define successful outcomes for KCC services
- Maintain and ensure a relentless focus on the customer
- Act to support the Council-wide need to deliver services within budget, thereby avoiding an overspend that could damage the financial viability of the Council
- Overcome professional and service silos to achieve the County Council's objectives.

Integration of Services

- Focus resources where they have the biggest impact
- Deliver services that are flexible and adaptable
- Integrate services within KCC and work with partner agencies to ensure a seamless customer experience
- Fully and inclusively engage all staff in the delivery of services, demonstrating the Council's leadership values and competencies.

Embedding Commissioning and Engaging relevant markets

- Establish an outcome focused organisation
- Meet the financial regulations and standing orders of KCC
- Challenge the status quo and engage with the market to constantly improve
- Ensure all services are delivered effectively and efficiently
- Proactively and continuously seek to improve service delivery

- Proactively manage risk to avoid inertia whilst not exposing the Council to needless and avoidable challenge or loss

Managing Change

- Understand and support the Authority's overall change agenda
- Deliver required outcomes of service specific change on time and to budget
- Understand the quality of staff, support their development, nurture those with talent
- Identify the skills for the future and the level of staff through robust workforce planning
- Identify and deal with underperformance.
- Deliver to agreed budget and income targets.