

Job Profile Contracts and Procurement Lawyer

This supplementary information is for the Commercial Property Lawyer role and is for guidance and must be used in conjunction with the Job Capsule for the Legal Job Family at Level 4, Zone 2.

Job Title: Commercial Property Lawyer

Job Grade: Level 4 Zone 2

Salary Range: £42,687 - £49,515 plus 5% market supplement

About Camden

Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study, and visit. Because we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

The Council is looking for a Contracts and Procurement Lawyer to assist in the delivery of some of the Council's top priorities by delivering a high-quality customer focused legal service. Our in-house legal team plays an essential part in the achievement of the objectives of Camden Council. As a service, we strive to provide a high-quality professional service that meets our client's expectations. You will be a valued member of a lively, responsive, and supportive team delivering essential advice to clients and providing representation in diverse and interesting cases across the Council.

About the role

To provide a high quality and comprehensive legal service on all aspects of law relating to the area of Contracts and Procurement in a corporate context including:

Providing detailed advice on the application of the Council's Contract Standing Orders ("CSOs") the Public Contract Regulations 2015 (as amended) ("PCR") and other associated procurement regulations

Participating in the design application and evaluation of PCR compliant procurement strategies and advising on their implementation

Providing detailed advice and drafting service bespoke amendments to the Council's suite of standard contract documentation/ advising on their interpretation

Providing detailed advice and drafting service bespoke amendments to construction contracts e.g., JCT 2016 variants / advising on interpretation

Advising officers on internal and external consents required to authorise procurement related activities

In particular, the post holder will be expected to have practical knowledge of PCR 2015

Example outcomes or objectives that this role will deliver:

- The post-holder will be responsible for the effective provision of legal advice, undertake casework and deliver a client-focused service within a specialist team including:
 - handling all matters relevant to the work of the team, to include advising clients on managing and implementing procurement strategies and preparing, negotiating, and completing associated contracts and other agreements
 - advising on legal issues which arise in relation to contracts and procurement
 - preparing instructions to Counsel and external solicitors where appropriate; and
 - preparing all documents required to give effect to the council's objectives in relation to procurement activities
- To advise officers on relevant external and internal consents
- To prepare and check and provide legal comments on reports for meetings of the Council's procurement and commissioning boards and other relevant internal meetings /attending such boards as the legal representative where appropriate
- To undertake legal research where necessary and in respect of new legislation.
- Focus on the delivery of outcomes and the priorities of the Council as set out in the Camden 2025
- To assist in the implementation of and utilise any case management and information technology systems.
- To work effectively, in partnership with colleagues and team members in the delivery of the service in respect of complex work or projects.
- To keep abreast of all relevant legislation, industry practice, procedures, and report, advise Council officers of the impact of these in client departments and the management of cases.
- Make recommendations on any changes in legal policy and or practice.
- Promote and provide advice, information plus training as requested by the Senior Lawyer as appropriate to the needs of internal clients.
- To produce information and literature appropriate to the needs of client officers and departments

All Camden employees are expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties which reasonably correspond to the general character of their post and their level of responsibility.

About you

You will have the following technical knowledge and experience:

- Be a qualified solicitor or Barrister, or Fellowship member of the Institute of Legal Executives.
- Detailed knowledge of UK laws related to PCR 2015 and all aspects of contracts and procurement
- Have a working knowledge of local government law and finance
- Excellent interpersonal and communication skills (written and oral) including literacy, tact and diplomacy and ability to advise competently on relevant legal matters.
- Experience of advising clients, meeting deadlines and time recording.
- Excellent organisational skills able to manage a complex and varied workload with a flexible and innovative approach to work.
- Ability to work on own initiative and with minimal supervision and able to make accurate, considered judgements and decisions.

- Good experience of working as part of a team including in a multi discipline team

Work Environment:

This post is based in 5 Pancras Square. Travel between other council premises may also be required to attend meetings.

The post-holder will be required to work in an 'agile' way in line with Camden's move to a paperless and flexible work environment.

People Management Responsibilities:

None

Relationships:

The post-holder will be required to liaise primarily with officers in the Commercial Property Management team; the planning team, Credit Control and Finance, and the Housing teams that sit within the Supporting Communities Directorate, but also with various teams and services across the organisation where necessary, to provide high level, technical advice. Key client contacts are likely to include:

- Relevant Directors across the Council
- Head of Procurement Service
- Commissioning officers

Within the legal department and the broader environment of the council the post-holder will be required to maintain key relationships and contact with some or all the following:

- Borough Solicitor, Principal and Senior Lawyers
- Chief and Senior Officers within the council and other public/local authorities in Camden
- Councillors/members of the public
- Chief and Senior Officers of other Local Authorities
- Professional and technical bodies
- Counsel and private solicitors
- Court officials.

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

This role is not a politically restricted role

Diversity & Inclusion

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships; we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes adjusting or changes for disabled people, neurodiverse people, or people with long-term health conditions. If you would like us to do anything differently during the application, interview, or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,