

- 2.3** Undertake original drafting of complex legal documentation for the areas of responsibility including (but not limited to):
 - 2.3.1** Commercial contracts and associated documents;
 - 2.3.2** Grant or other funding or partnership agreements;
 - 2.3.3** Subsidy or other control measure documentation as and when required.

- 2.4** Effective day to day delivery of general legal advice and associated drafting within the areas of responsibility, including:
 - 2.4.1** assessment of relevant legal powers, principles to be applied and options available to the Council as a whole;
 - 2.4.2** analyse the facts and circumstances, including complex specifications or reports, providing proactive advice and drafting to improve the Council's position or minimise any reputational or financial risk;
 - 2.4.3** ensuring compliance with any necessary procedural rules and regulations related to the area of responsibility;
 - 2.4.4** understanding and advising on the required decision making; and
 - 2.4.5** support to formal report authors, and acting as a critical friend to draft specifications, so that robust reports are presented to Members with all the relevant information contained within, to enable informed decisions (giving particular attention to legal implications and recommendations within reports taking in to account the constitutional, risk and corporate governance context).

- 2.5** Advising Officers and Councillors through all methods of communication.

- 2.6** Liaising and communicating to a high standard with relevant external stakeholders. This includes public liaison and positive management of external relationships.

- 2.7** Representing Legal Services on any contract or other project management groups (or similar) and taking a proactive role to support delivery of the Council's priorities involving the primary areas of responsibility.

- 2.8** Seeking specialist or Counsel's opinion or representation on complex matters or alternatively when internal resources dictate.

- 2.9** Keep up to date with all legislation, case law and best practice to assure the quality of legal advice and support to clients

- 2.10** Ensure the highest standards of client care for the primary areas of responsibility by monitoring service quality, meeting deadlines,

consulting with clients and delivering continuous improvement to service provision.

- 2.11 Build constructive relationships with client officers and internal and external stakeholders to the benefit of the Council.
- 2.12 Engage effectively with all clients in order to understand their service requirements and to deliver on them.
- 2.13 Ensure that client confidentiality is maintained at all times.
- 2.14 Identify matters which have corporate governance, propriety or probity implications and report them to Head of Legal Services or the Assistant Director (Governance) and the Monitoring Officer where appropriate.
- 2.15 Work to all Legal Services internal service procedures and practices (including case management and time recording systems) and enhancing the same where necessary.
- 2.16 Ensure that risk and conflict of interest is constantly monitored in respect of all casework in accordance with procedures.
- 2.17 Monitor the progress of work against relevant standards and timescales and ensure that performance standards and targets are met.
- 2.18 Work cost effectively utilising information technology and legal resources and support as appropriate.

3. CORPORATE RESPONSIBILITIES:

- Must contribute to high quality management standards and best practice across the service, reflecting the values of the Council and provide, through positive example, a clear sense of direction and purpose to employees.
- Maintain a constant focus on service improvement within the section seeking continuous improvement in reducing costs, increasing efficiencies and looking for alternative delivery methods e.g. shared services.
- Must contribute to good performance on relevant performance indicators both local and statutory.
- You are required to adhere to the Council's HR and ICT policies, procedures and schemes, including E Mail, Internet, Intranet, IT Monitoring, ICT Security, Records Management and Retention as well

as financial and contract regulations, delegated powers, the Data Protection Act and the Freedom of Information Act.

- Must maintain high quality corporate and service standards and best practice as required.

4. SPECIAL CONDITIONS:

- This post is politically restricted within the meaning of the Local Government and Housing Act 1998.
- You may be required to attend evening meetings.
- You must keep up to date with and implement any changes insofar as they apply to your role be they new or amended legal requirements, internal and external policies or any Council or delegated decisions.
- You will be required to be able to drive and to have access to a car for work purposes.

This job description is a guide to the duties the post-holder will be expected to undertake. It is neither exhaustive nor exclusive and will be changed as working requirements dictate.

TENDRING DISTRICT COUNCIL

PERSON SPECIFICATION

Job Title: Contract Lawyer **Post No:** 10001513

It will help the assessment of your application if you ensure it addresses each of the requirements set out in this document.

PROFESSIONAL & TECHNICAL DEVELOPMENT

- Admitted Solicitor and holding a current Practising Certificate or Fellow of the Chartered Institute of Legal Executives.
- Experience of working in a complex and diverse organisation at a senior level undertaking similar functions and duties to those in the job description.
- The higher grade is dependent upon the post qualification experience (3 years plus) achieved and demonstrated in the specialist areas of this role.
- Having a consistent record of giving sound professional advice and building success through effective and productive working relationships.
- Demonstrable high standard of literacy and general numeracy skills.
- Proficient in MS-Word, Excel and Outlook and associated legal case management systems.
- Eligible to work in the UK.

COMPETENCY REQUIREMENTS

The following competencies will be used in making the initial selection decision:

1.1 Deciding and Initiating Action

- a. Makes prompt, clear decisions which may involve tough choices or considered risks.
- b. Takes responsibility for actions, projects and people.
- c. Takes initiative, acts with confidence & works under own direction.
- d. Initiates and generates activity.

1.2 Leading and Supervising

- a. Provides others with a clear direction.
- b. Sets appropriate standards of behaviour.
- c. Delegates work appropriately and fairly.
- d. Motivates and empowers others.
- e. Provides staff with development opportunities and coaching.
- f. Recruits staff of a high calibre.

3.2 Persuading and Influencing

- a. Makes a strong personal impression on others.
- b. Gains clear agreement and commitment from others by persuading, convincing and negotiating.
- c. Promotes ideas on behalf of self and or others.
- d. Makes effective use of (internal) political processes to influence and persuade others.

4.1 Writing and Reporting

- a. Writes clearly, succinctly and correctly.
- b. Writes convincingly in an engaging and expressive manner.
- c. Avoids the unnecessary use of jargon or complicated language.
- d. Writes in a well-structured and logical way.
- e. Structures information to meet the needs and understanding of the intended audience.

6.1 Planning and Organising

- a. Sets clearly defined objectives.
- b. Plans activities and projects well in advance and takes account of possible changing circumstances.
- c. Manages time effectively.
- d. Identifies and organises resources needed to accomplish tasks.
- e. Monitors performance against deadlines and milestones.

7.2 Coping with Pressures and Setbacks

- a. Works productively in a high pressure environment.
- b. Keeps emotions under control during difficult situations.
- c. Balances the demands of a work life and a personal life.
- d. Maintains a positive outlook at work.
- e. Handles criticism well and learns from it.

Applicants should note that the above competencies are part of the Council's Universal Competencies Framework and there will be other competencies relevant to this role which will be used in the on-going appraisal of the person appointed.