JOB SUMMARY

Post Title	**Contract Lawyer**						
Job Family	Business Support	**Pay Range**	12	**Line Manager to others?**	No	**Role profile ref**	*BS12*
Service Area	Property and Contracts Legal Team						
Line Manager	Principal lawyer – Property and Contracts Legal Team						
Location	Legal Services, County Hall, Newport, Isle of Wight						

Job Purpose

To undertake on behalf of the Council such advice and representation relating to contracts and such other legal matters as may be allocated by the Principal lawyer or strategic manager.

Job Context

1. To develop and maintain a skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed on contract related matters.

2. To offer a flexible, professional and innovative advisory service to the Council and resolve issues when appropriate on all contract related matters and to ensure compliance with statutory duties and obligations and to protect the best interests of the Council.

3. To draft and review contracts, funding agreements, memorandums of understanding and other commercial documents.

4. To represent clients in negotiations and discussions with third parties in matters regarding the areas of legal practice relevant to the post.

5. To achieve and maintain good working relationships with internal and external clients and other staff.

6. To maintain clear and accurate records.

7. To contribute to the development, training or mentoring of colleagues where required.

8. To assist the team manager in developing policies and procedures that supports service delivery and the overall aims of the team.

9. To advise on reports and governance arrangements and attend at such committees/meetings as required by the team manager and to carry out such duties commensurate with the post as the team manager or strategic manager may reasonably require.

Knowledge, Skills and Experience

Role Profile requirements	**Job specific examples**	**Essential**	**Desirable**
Significant and substantial relevant experience of working in the service area / profession, with evidence of appropriate specialist knowledge of relevant systems, policies, regulations, professional guidelines and legislation.	Experience of contract drafting, partnership agreements, grant/funding agreements, contract negotiations, contract modifications, sound working knowledge of the Public Contracts Regulations 2015.		**x**
Authoritative knowledge of relevant policy, work practices, professional guidelines, legislation and a good understanding of emerging	Through continuing professional development.	**x**	

developments within the specialist area			
Proven initiative and judgement to research, identify and resolve problems.		**x**	
Excellent interpersonal, persuasion, influencing and negotiating skills.		**x**	
Proven ability to cope with conflicting and changing demands through good time management and the ability to work under pressure.		**x**	
Thorough knowledge of wider sector / external influences.			**x**
Detailed operational knowledge of systems relevant to own area, in terms of functionality, capability and services available.			**x**
Excellent planning and organisational skills, with proven ability to prioritise and co-ordinate workloads, monitor and evaluate work, to ensure deadlines are achieved.		**x**	
Proven ability to cope with conflicting and changing demands through good time management and the ability to work under pressure.		**x**	
Manager only Proven ability to manage, motivate and develop a team staff. Experience of managing budgets and resources.	This is not a managerial role.	**NA**	**NA**
Experience of managing projects, which impact the area of specialism.	Project management not required	**NA**	**NA**
Excellent ICT skills - including use of Microsoft applications and specialist systems which support procedures and record keeping.	Excellent ICT skills Specialist systems which support procedures and record keeping. Ability to keep clear and accurate records.	**x** **x**	 **x**
Qualifications			
Role Profile requirements	**Job specific examples**	**Essential**	**Desirable**
Relevant professional / vocational qualification.	Fellow of the Chartered Institute of Legal executives (FCILEX), barrister or solicitor Professional registration may be required. Hold a current practicing certificate.	**x** **X**	
Educated to degree level or equivalent standard/experience in a relevant subject		**X**	
Other Requirements			
Experience of working within the legal services profession with appropriate skills and knowledge that can be utilised in this role. **Essential**			
Organisation Structure (optional)			

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