

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Commercial Lawyer
<b>MANAGED BY:</b>	Monitoring Officer - Legal
<b>GRADE:</b>	10

### BACKGROUND

The West of England Combined Authority is seeking to appoint a Commercial lawyer to join the Legal team.

This is an exciting time to join the West of England Combined Authority. In the last year nearly three quarters of a billion pounds of new investment has been secured for the region. New plans are in place to deliver on Mayoral priorities to improve transport, skills and housing for our residents, take decisive action to tackle the climate emergency, and to support communities facing the cost-of-living crisis. There is a relentless focus on delivery to put the West of England on the map for regional, national and global success.

Led by the regional Metro Mayor, the West of England Combined Authority brings together three local councils, the Local Enterprise Partnership and works with communities, other public services, and industry to deliver for the region.

Come and help shape the future of the West of England, a place so many people are proud to call home.

### THE ROLE

Reporting into the Monitoring Officer and Senior Commercial lawyer you will specialise in procurement, contracts and development projects. You will be responsible for protecting the interests of the Combined Authority by advising upon, drafting and negotiating legal agreements. Such tasks will be commensurate with your experience and grade.

In addition the postholder will provide general legal support.

They will:

- Advise on contract procurement work in the changing environment post Brexit
- Complete contracts on behalf of the Authority
- Advise and work on development projects
- Help to deliver the Metro Mayoral priorities
- Advise on legal matters affecting a public body more generally

This is a politically restricted post.

## KEY RESPONSIBILITIES

The postholder will be required to:

- Provide comprehensive legal support to the Organisation's projects from inception to completion
- Draft and negotiate legal agreements to support project objectives for the Organisation, to protect their legal position.
- Be responsible for their own workload with support from the Monitoring Officer and Senior Commercial Lawyer in respect of developing legal agreements/ legal structures.
- Represent the Combined Authority with a range of stakeholders, including four Unitary Councils, the Local Enterprise Partnership, and the private sector in a professional and diligent manner.
- Provide support/Line manage as required to trainee solicitors to develop their legal competence.
- To represent and promote the work of the Combined Authority and the wider West of England Region, locally, regionally and nationally, as required.
- Working with other members of the Legal and Democratic Services and Procurement teams to make open, honest and effective decisions within the Combined Authorities' formal governance structures.
- Undertake any other duties commensurate with the general level of responsibility of this post.

## PERSON SPECIFICATION

### ESSENTIAL (MUST HAVE)

#### Qualifications and Knowledge:

- Qualified Solicitor or barrister or CILEX with some post qualification commercial experience
- Currently practising as a qualified solicitor, barrister or Chartered Legal Executive.
- Evidence and commitment to continuous personal and professional development.

**Experience:**

- Experience of drafting legal clauses and legal agreements to govern the commercial contractual relationships with third parties
- Experience of working, influencing and advising on contracts and structuring often complex legal transactions
- Experience of working with external and internal stakeholders
- Experience of operating effectively and collaboratively as part of a team and supporting colleagues from other departments

**Skills and Competencies:**

- Good knowledge of procurement law and experience of drafting all forms of contracts and letters of understanding
- High standards of professional and strategic awareness and conduct
- Strong interpersonal skills, with the ability to deliver a proactive service and continuously improve
- The ability to negotiate, influence and to be able to engender confidence, trust and respect.
- The ability to prioritise work against competing demands to meet deadlines
- An understanding of and a personal commitment to delivering a high quality legal service and ensuring service standards are met.

**DESIRABLE*****Qualifications and Knowledge:***

- Membership of (or eligibility to join) a recognised and relevant professional body.
- A positive, flexible and responsive individual, with a creative approach to problem solving.
- The ability to work as part of any project team to deliver organisational requirements
- A commitment to and understanding of equal opportunities.
- Experience of working in the public sector

**REWARDS AND BENEFITS**

Alongside a competitive salary, we offer an excellent benefits package including:

- 26 days annual leave plus bank holidays
- Generous Employer-Contribution Pension Scheme through the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Discounted monthly bus tickets
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.

We have recently moved into a new bright, airy, modern office space, with all latest technology, under a 10-minute walk from Bristol Temple Meads Train Station. We offer flexible and hybrid working options too if you would rather work from home, or another suitable location.

*As an equal opportunities employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.*

## WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer

Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £14.21 - higher than the government minimum for **over 23s, currently £9.50 per hour**



It also means that anyone who provides services to, or has contracts with us, must pay the Living Wage, setting the bar for good employer practices in the region. This includes those who provide services to The West of England and Combined Authority, such as cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.