

## POST OUTLINE

**POST TITLE:** Senior Lawyer, Commercial and Information Team - Grade 11 GLEA

**RESPONSIBLE TO:** Principal Lawyer, Commercial and Information Team

Legal Services Lincolnshire (LSL) is a shared service hosted by Lincolnshire County Council offering legal advice to both the County Council and to six of the county's district and borough councils as well as other clients. LSL is a trading unit, and each fee earner has a chargeable-hours target to meet.

As a Senior Lawyer you will be responsible for the delivery of high quality responsive and cost-effective legal services on complex cases together with coaching and mentoring more junior members of the team and supporting the Principal Lawyer with management tasks.

It is essential that you are a qualified Solicitor, Barrister, Legal Executive, or a lawyer with at least 3 years PQE of contracts and procurement law.

It is also essential that you have a good broad general working knowledge of the law applicable to local government although previous experience of working within local government is not essential.

You must also be able to demonstrate good literacy and IT skills, the ability to communicate effectively and be skilled in drafting complex legal advice, letters and reports clearly and in plain English.

### **Key Responsibilities:**

- Provide high quality, responsive and cost- effective advice and support, on a range of contract, commercial and procurement work.
- Carry a personal workload of routine and complex commercial, contract and procurement matters including the support of major projects.
- Ensure the provision of effective legal advice, negotiation and drafting of a range of contract documentation.
- Establish and maintain strong client relationships and administer solution focused legal advice and guidance for LSL clients to inform decision making.
- Represent Legal Services at committee meetings, working groups, panels and other meetings with Officers and outside bodies as necessary.
- Achieve continual improvement in the delivery of legal services consistent with LSL's business plan.
- Proactively monitor and manage risks including information risks arising in relation to casework and review, amend or implement processes to effectively manage those risks.
- Contribute to the development of planning within LSL and implementation of change.
- Play an active role in delivering training to colleagues, clients and members of the Council.
- Be a flexible, customer focused team player and be able to apply skills innovatively and proactively.

- Ensure required performance levels and LEXCEL processes and procedures are met.
- Support the Principal Lawyer in the management of the team particularly in relation to recruitment, supervision, appraisals, development and other general management duties.
- Work flexibly and, on occasions, beyond the normal contracted hours in order to meet the business needs of the service.

May 2025