

JOB SUMMARY

Post Title	Contract Lawyer – Highways PFI and Waste PPP						
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			
<p>To provide on behalf of the Council such advice and representation relating to the Highways PFI Contract and Waste PPP Contract and such other legal matters as may be allocated by Service Directors, Strategic Director of the Communities Directorate of the council, the Head of Legal Services or Principal Lawyer for Property and Contracts</p>			
Job Context			
<ol style="list-style-type: none"> 1. To develop and maintain a skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the two SOPC4 contracts relating to highways and waste on contract related matters. 2. To offer a flexible, professional and innovative advisory service to the Communities Directorate 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 contract letters, responses to/from the Service Provider, funding agreements relating to other Communities matters 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 Service Director's 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 Service Director's and to carry out such duties commensurate with the post as the Service Director's 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	Experience of contract drafting, partnership agreements, grant/funding agreements, contract negotiations, contract modifications, sound working knowledge of the Public Contracts Regulations 2015 and SOPC4 style	x	

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and legislation.	project contracts.		
Experience of working within the legal services profession with appropriate skills and knowledge that can be utilised in this role.	Demonstrable knowledge of problem solving commercial acuity and dispute resolution	x	
Authoritative knowledge of relevant policy, work practices, professional guidelines, legislation and a good understanding of emerging developments within the specialist area through continuing professional development.	A working knowledge of legal matters relating to highways and waste issues and national regulatory changes.	x	
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	
Ability to keep clear and accurate records.		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.	X	
Professional registration may be required.	Hold a current practicing certificate.	X	