

# Isle of Wight Council

## Job Description



### Identifying Facts

Title of Post: Lawyer

Directorate: Economy & Environment

Post No: 50024023

Section: Procurement & Contract Management

Date: June 2012

Responsible to: Team Leader, Procurement and Legal

### Job Purpose

To undertake on behalf of the Council such advice and representation relating to procurement and contracting within the Procurement and Contract Management Unit and such other legal matters as may be allocated by either the Team Leader or Strategic Manager covering the wide range of work undertaken by the Procurement and Contract Management Unit

### Major Tasks

1. Promote equality as an integral part of a role and treat everyone with fairness and dignity.
2. To develop and maintain a generic 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
3. Advise upon all aspects of the work of the Procurement and Contract Management Unit.
4. To draft contracts and other commercial documents, (including contracts in relation to adult and children social care) negotiate, in conjunction with client departments on the content, advise on procurement and conduct a range of transactions.
5. To work with members of the Procurement and Legal team and provide advice to Officers and other teams both within the Procurement and Contract Management Unit and across the Council's Directorates.
6. To achieve and maintain good working relationships with internal and external clients and other staff.
7. To proactively implement such quality assurance and other systems as may apply to Procurement and Contract Management specifically and more widely, the Council.
8. To advise on reports and governance arrangements and attend at such committees/meetings as required by the Team Leader or Strategic Manager and to carry out such duties commensurate with the post as the Team Leader or Strategic Manager may reasonably require.

9. To participate in special projects or working groups assigned to him/her.
10. To deputise for the Team Leader or Strategic Manager as and when requested, at meetings and in the supervision of other team members

**Generic quality statement:** The Isle of Wight Council expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

**Safeguarding** - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

**Diversity and Equality** - All employees are expected to treat others with dignity and respect.

**Health and Safety** - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

**Data Protection and ICT Security** – All employees are required to ensure that any information or data collected or input in to a council system complies with the standards set out and any associated processes that are specific to an area of work.

*This job description is correct as at the date given above. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the postholder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorates.*