

## JOB DESCRIPTION

<b>JOB TITLE:</b>	In-House Lawyer
<b>GRADE:</b>	SM1 (SCP44-47) (2022/23 £50,431 to £55,297)
<b>BASE:</b>	NEPO, The Northern Design Centre, Abbots Hill, Baltic Business Quarter, Gateshead, NE8 3DF
<b>MANAGED BY:</b>	Procurement & Commercial Director

### 1.SUMMARY OF POST

- a. To assist in the successful delivery of NEPO's services by providing the NEPO Senior Management Team with responsive and high-quality legal advice to support the strategic development and delivery of collaborative procurement for local government in the North East and nationally across the NEPO Associate Membership.
- b. Support the compliant, timely and effective delivery of NEPO solutions against NEPO procurement policies, processes and Public Contracting Regulations.
- c. Working with the Managing Director, support the delivery of a robust Governance process.
- d. Deputise for the Procurement & Commercial Director on legal and compliance-related areas.

## 2.JOB PURPOSE

**The key duties of this post will include:**

### **Procurement and Contract Management**

- 2.1 Provide advice and support to the NEPO team as in-house lawyer. This is likely to involve directly advising on matters relating to public procurement law, commercial contracts and projects. It will also involve instructing external advisers and overseeing that such advice is to the required standard.
- 2.2 As a Shared Service, advice to NEPO may be shared across NEPO Member Authorities so the post holder may be asked to take an active role in communicating such internal advice to stakeholders (for example, participating in partner meetings).
- 2.3 Advise upon and draft procurement documents, commercial contracts and framework agreements for services, goods, ICT and works, professional appointments, joint venture and partnership agreements and funding agreements. This may include bespoke arrangements and advise this NEPO Procurement Manager to support the population of templates to ensure they fulfil legal requirements.
- 2.4 Support the Procurement Manager in procurement dialogues, contract negotiations and contract disputes. Support in any Procurement Reform and legislative changes and how this may impact NEPO and its Member Authorities and wider stakeholder
- 2.5 Working with the Managing Director, support the delivery of a robust Governance process, including but not limited to attending Member meetings to both support the delivery of such meetings and providing legal advice. Provide general constitutional advice and ensure the Shared Services Agreement remains for for the purpose.
- 2.6 Continually monitor the inception of new legislation and case law relevant to NEPO produce briefing notes for both internal and regional use to promptly advise on the implications arising. .
- 2.7 Advising and working with the Procurement Manager to develop procurement documentation to enable delivery of the Collaborative Procurement Work Programme.
- 2.8 Engage with a wide variety of key stakeholders, actively promoting Collaborative Procurement to deliver savings, add value through best practices, remove barriers, support economic recovery and secure

positive social value outcomes for local communities at a local, sub-regional and regional level.

- 2.9 Oversee the Freedom of Information request process, prepare responses and own the NEPO process for managing FOI's throughout the Collaborative Procurement Work Programme.
- 2.10 NEPO is eager to input on changes to the law in areas relevant to the NEPO services. Therefore the successful candidate would be expected to lead or support preparation of consultation responses on behalf of NEPO.
- 2.11 To support the driving of greater value for money from more effective and innovative procurement practices across the breadth of the Collaborative Procurement Work Plan.
- 2.12 Advise senior stakeholders on the most appropriate route to market to deliver a visible impact on service design and strong commercial outcomes.
- 2.13 Work with the Head of Commercial and Technology to ensure [Open](#), and more broadly all e-enabled systems meet NEPO's needs for delivery of collaborative procurement and contract management. Provide legal support for the commercialisation of Open into other Contracting Authorities and support the appraisal of various company structures which will enable NEPO to trade with organisation who are not Contracting Authorities.
- 2.14 Work with the Procurement Manager to ensure overall uptake of the Collaborative Procurement Work Programme is maximised from both NEPO Member Authorities and NEPO Associate Members, unlock and remove barriers and ensure Solutions are accessible. Advise and assist in the preparation of any correspondence for any solution variations, disputes and terminations ensuring NEPO's integrity is paramount at all times.
- 2.15 Leading by example, support the motivation of a team of procurement professionals, and contribute to the development of NEPO's service offer to NEPO Member Authorities and NEPO Associate Members
- 2.16 To represent NEPO at a local or regional level, networking with other public sector partners and industry forums to leverage greater value and insight and promote a strong reputation for excellence.

- 2.17 Provide training to the NEPO team and NEPO Member Authorities on procurement related legislation and best practice and coordinating external training the NEPO Legal Services solution.
- 2.18 Manage the relationship with any external legal advisors who NEPO may use to supplement the delivery of NEPO solutions or the delivery of NEPO as a whole.
- 2.19 Support all collaborative procurement to give a greater focus to social value, highlighting the potential wider benefits in public sector contracts.
- 2.20 With external support, as needed, prepare and issue any court proceedings on behalf of NEPO and advise in respect of any court proceedings issued against NEPO.
- 2.21 Support the strategic positioning of collaborative procurement in support of wider northeast economic development objectives helping a cohesive and joined-up approach to be adopted.

### **Personal Disposition and Management**

- 2.22 Act as an inspirational role model to a wide range of staff, partners, and stakeholders in a dynamic and changing environment, leading others through changing established ways of operating to enable the delivery of high-quality programmes in a complex and demanding partnership environment.
- 2.23 Demonstrate high professional standards, represent NEPO in a positive and professional manner and contribute to the continuous progress and development of NEPO. Contribute positively to the overall development of Collaborative Procurement and NEPO.
- 2.24 Represent and raise the status of the region, building a broad and professional network at a regional and national level, to increase the influence that can be exerted on matters that concern NEPO and Member Authorities. Ensure that the region speaks with one cohesive voice and remains at the forefront of local and national agendas. Respond on behalf of the region to government consultations affecting procurement.
- 2.25 Using persuasion and influencing skills, work with stakeholders from multiple organisations with different priorities and practice, to remove barriers, resolve conflict and reach a consensus on collaborative outcomes.

- 2.26 To write clear and complete communications to a wider range of audiences, provide advice and consistency within NEPO team around communications, to seek advice, scrutiny and strategic direction from the entire NEPO governance structure as appropriate.
- 2.27 Ensure that the organisation's policies and procedures are consistently adhered to and working with the relevant manager ensure continuous development.
- 2.28 Foster close and effective relationships with colleagues and customers to deliver mutual benefits as part of a regional collaborative team.
- 2.29 As well as your own health, safety and welfare ensure that staff perform their duties with due regard to the organisation's health & safety policy and procedures.
- 2.30 Take personal responsibility for continued personal and professional development and contributing to the learning and growth of NEPO.
- 2.31 Demonstrating high standards of personal integrity, probity and professionalism at all times, behaving fairly and impartially in all activities with others to build and maintain trust, respect and credibility. Acting as an ambassador and role model for NEPO's vision, standards, desired organisational culture, behaviours and attitudes.
- 2.32 Carry out other duties, engage in development activities and promote the benefits and strategy of NEPO and its service as required and such other responsibilities allocated appropriately to the grade of the post.

### 3. Person Specification

#### **Essential**

#### ***Essential Knowledge of:***

- Procurement techniques and processes.
- Best practice in procurement (including the Public Contract Regulations 2015 , procedure rules and financial regulations).
- Contract management arrangements.
- Current challenges facing the public sector to reduce costs while minimising the impact on the front line.
- Introducing new initiatives successfully.

#### ***Essential Qualifications:***

- Qualified Solicitor, Barrister or Chartered Legal Executive with current practising certificate).

***Essential Experience of:***

- A minimum of three years' PQE advising on general public procurement law/ processes and commercial contracts.
- Communicating effectively to a variety of audiences of different backgrounds, knowledge, experience and expectations.
- Motivating and inspiring others within and outside the organisation to deliver better outcomes.
- Using a flexible approach to managing complex and changing priorities.
- Working with a complex political environment with competing demands and expectations.
- Gaining confidence and support of public and private sector organisations by understanding their needs and resolving differences between organisations through the use of excellent negotiation and influencing skills.
- Draft detailed, complex and lengthy legal documents.

**Desirable**

***Desirable Knowledge of***

- Economic Development and Commissioning Strategies to understand the role that procurement can play in the local economies of individual authorities and the region as a whole.
- Dealing with senior representatives of central and local government to generate and maintain organisational credibility.
- Regional challenges facing the public sector.

***Desirable Experience of***

- Working in a private sector organisation.

**ENDS**