



CAMBRIDGESHIRE
& PETERBOROUGH
COMBINED AUTHORITY

JOB DESCRIPTION

Role	In House Commercial Lawyer
Reports to	Head of Legal/Deputy Monitoring Officer

Context

The Combined Authority was established in March 2017, with a vision to make Cambridgeshire & Peterborough the leading **place in the world to learn, live and work**.

A fast-paced, growing, organisation, with a wide-ranging portfolio of projects aimed at delivering the strategic ambitions for the Cambridgeshire and Peterborough Combined Authority region which include:

- Drive initiatives to double the size of the local economy through strategic investment and development.
- Strengthen the regions position as a leader in the knowledge-based economy through innovation and international engagement.
- Lead efforts to create more efficient, responsive, and locally tailored public services including Bus Franchising. Delivering essential improvements in transport and digital infrastructure to support seamless connectivity.
- Developing the UK's most technically proficient workforce through targeted initiatives and development/training programmes.
- Operate efficiency and responsiveness in public service delivery to better meet local needs.
- Implement strategies to address deprivation and uplift communities through sustainable and impactful initiatives

Job Purpose

Our lawyers are crucial to the Combined Authority. Your purpose will be to deliver a high-quality legal service focused on the provision of advice and assistance in a mix of the disciplines relating to the work of the Combined Authority. The Combined Authority is looking for ambitious, passionate and organised lawyers who want to join a supportive and flourishing public sector legal team. The role is specifically looking for lawyers who are interested in developing their career in Commercial Law, which will include an opportunity to develop existing knowledge in areas such as contract drafting, legal advice on procurement related matters, corporate/company law and subsidy law. In addition, the successful lawyer can have exposure to planning, property, data protection, freedom of information, and transport law.

Key Responsibilities



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- Carry out legal work within the area of speciality set out in the schedule to this job description
- You will manage your own caseload with appropriate supervision and provide legal advice and assistance regarding a mix of commercial law, contracts, procurement, subsidy control advice, property, data protection law, freedom of information law, transport, and corporate & company law (please note you do not have to have experience in all these areas of law, but will be given the opportunity to grow and develop in these areas).
- Draft/prepare legal documentation, such as contracts for services (both routine and complex contracts) using precedent documentation and preparing and assisting with complex work as part of a project team as required.
- Work closely with the Procurement team to develop working practices, policies and procedures with regards to procurement law. Supporting the Procurement Team in the procurement of goods, works and services – providing timely legal advice on procurement law.
- Assist the Monitoring Officer, Deputy Monitoring Officer, and other members of the team to create a strategic working culture across the Authority focussed on excellence, continuous improvement and high professional and service standards.
- Assist the Monitoring Officer and Deputy Monitoring Officer in the provision of advice to elected members and Combined Authority staff on issues of decision-making, the Combined Authority Constitution and local government vires.
- Ensure an open and transparent decision-making process ensuring governance processes are complied with when delivering the Combined Authority strategic objectives
- Advise Combined Authority colleagues on legal matters and work with the local constituent authorities to ensure timely delivery of projects.
- You will understand the commercial as well as legal issues surrounding the procurement and award of commercial contracts, and the future delivery of services across the Combined Authority

Please note that the Combined Authority offer flexible hybrid working

Person Specification



Leadership Behaviours

- Expansive, creative business thinker who thinks outside 'tried and tested' models or approaches
- Exceptional communicator and relationship-builder that generates confidence in colleagues, members and senior business stakeholders
- A strong professional with energy, flair resilience and credibility who provides others with clear direction
- Acutely political aware – able to assimilate and navigate political contexts with skill
- Highly adaptable - to changing circumstances and demands
- Collaborative – works productively with peers, team and others
- Motivated – driven by personal and organisational achievement

Qualifications, Skills and Knowledge

- Qualified or Solicitor, Legal Executive, or Barrister with experience.
- Experience in one or more legal disciplines relevant to the role and referred to above in either the private or public sectorAbility to work autonomously, under pressure and manage multiple priorities;
- Excellent verbal and written communication skills with a good commercial sense
- Knowledge of public sector., the political environment and statutory obligations across the organisation.
- An understanding of the financial framework governing local authority activities.
- A good understanding of the statutory and regulatory framework which guides local government
- Ability to think strategically and to work with elected members to translate political vision into operational programmes.
- Ability to work in a facilitative way and devise innovative solutions to significant and complex legal problems.
- Excellent negotiation skills and an ability to influence outcomes through reasoning, persuasion and tact.
- High intellectual and analytical abilities; able to assimilate and analyse information quickly, identifying issues, priorities and solutions and using effective models, techniques and resources to resolve issues.
- Ability to use information technology to improve service delivery and reduce costs.
- Demonstrable continuous development and improvement of own leadership and professional practise.



Experience

- Experience of dealing with legal matters in some of the subject areas described above in either the private or public sector.
- A demonstrated ability to advise members of policy options, determine priorities and to communicate a clearly recommended way forward.
- Evidence of high-level leadership with ability to impact, motivate, influence and develop others.
- Demonstrated evidence of significant service improvement through managing change including staff engagement, capacity building, workforce modernisation and organisational reform.
- Significant experience of the preparation, management and control and targeting of budgets, ensuring priorities and targeting of resources to achieve maximum value for money and income generation.
- Experience of identifying ways in which services can be delivered more efficiently by ensuring that the processes used, and the resources needed to apply those processes, provide the optimum route to achieve cost-effective solutions.
- Evidence of personal commitment to diversity in the workplace and in the shaping of service outcomes.

Role Specific Areas of Legal Responsibility

- Local Government procedure and vires
- Commercial
- Procurement/Subsidy Control
- Transport
- Property
- Corporate and Company
- Public Service Data Protection
- Freedom of Information