

JOB DESCRIPTION

Job Title:	Lawyer / Senior Lawyer (Commercial)
Office:	Pathfinder Legal Services Limited
Directorate:	Commercial
Reports to:	Principal Lawyer (Commercial)
Grade:	D/E
Location:	Huntingdon, Northampton, Shefford (but with to travel to other offices as required)
Hours:	Full Time (37 hours)

OVERALL PURPOSE OF THE JOB

To provide a range of public sector and not for profit clients with high quality professional, proactive and innovative legal service predominantly regarding commercial, contracts, procurement, trading and corporate law and other areas of legal practice where necessary.

MAIN ACCOUNTABILITIES

1. To act as a legal advisor to client organisations in relation to commercial, contracts, procurement, trading and corporate law to ensure compliance with statutory duties, obligations and to protect the best legal interests of the client organisations to the highest standard.
2. Preparing, negotiating and advising on all aspects relating to legal projects involving multiple agencies and client interests, including the third sector and charitable organisations.
3. Act as a source of legal and procedural advice and support to any of the client Committees and or Directorates to ensure that a strong corporate governance culture is achieved and when necessary to cover the absence of colleagues.
4. Conduct and manage a wide ranging caseload of both straightforward and complex legal and advice work.
5. To deputise for the Principal Lawyer in his/her absence and assist in management and supervision of the Commercial Team as required.
6. Support the Principal Lawyer in managing the strategic and operational delivery of the Commercial Team and be responsible for the provision of a responsive, high quality and effective legal service.
7. Conduct and manage a wide ranging caseload of both straightforward and complex legal and advice work.
8. Act as a source of legal and procedural advice and support to any of the client Committees and or Directorates to ensure that a strong corporate governance culture is achieved and when necessary to cover the absence of colleagues.

9. To represent clients in negotiations and discussions with third parties in matters regarding the areas of legal practice relevant to the post.
10. To support the Pathfinder Legal Services Ltd Leadership team in building and maintaining effective working relationships with clients to ensure the delivery of a seamless and client focussed service.
11. To contribute to the development, training, coaching and or mentoring of colleagues where required.
12. To promote Pathfinder Legal Services Ltd and to identify further areas of development to both existing and potential work streams.
13. To support the Pathfinder Legal Services Ltd Leadership team by complying with all of Pathfinder Legal Services's practice management requirements including time recording and billing, SRA Compliance, Lexcel and other accreditation schemes.
14. Help develop, provide legal input and deliver training courses to relevant persons including to increase client awareness of relevant legal issues and to increase self-sufficiency.
15. To carry out such other legal work and other tasks as required by the Director of Pathfinder Legal Services Ltd, Heads of Service or line manager from time to time including work within other unrelated legal fields.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

PERSON SPECIFICATION			
POSITION:	Lawyer / Senior Lawyer (Commercial)	REPORTS TO:	Principal Lawyer (Commercial)
SERVICE:	Commercial	OFFICE:	Pathfinder Legal Services Ltd
GRADE:	D/E	LOCATION:	Huntingdon, Northampton, Shefford (but with to travel to other offices as required)

The following criteria are appropriate for this post. You must meet the essential criteria in order to be shortlisted for the post and it would be advantageous if you meet the desirable criteria.

QUALIFICATIONS	
<u>Essential</u> <ul style="list-style-type: none"> Solicitor of the Supreme Court of England and Wales or member of the Bar who has completed pupillage / qualified Fellow of the Institute of Legal Executives or Chartered Legal Executive. 	<u>Desirable</u>
KNOWLEDGE AND EXPERIENCE	
<u>Essential</u> <ul style="list-style-type: none"> Knowledge of and ability to apply procurement legislation, contract law and commercial law Ability to conduct legal research, interpret legislation and summarise the key points of relevant legislation and case law in a clear and client friendly manner Ability to develop client relationships and identify areas for expansion of work. 	<u>Desirable</u> <ul style="list-style-type: none"> Some post qualification experience preferably gained in a Local Authority setting. Knowledge of and ability to apply contract/commercial & procurement related law. Involvement in the negotiating and drafting of complex PFI and other contracts.

- Involvement in advising on corporate and company matters, particularly in the social enterprise sphere.
- Involvement in advising on procurement issues.

SKILLS

Essential

- Ability to work under own initiative, and to look ahead, anticipate challenges and deal with them pro-actively
- Ability to communicate effectively both verbally and in writing with a diverse range of persons/organisations
- Ability to work unsupervised and decisively to provide sound and clear legal advice
- Ability to work under pressure and meet tight deadline
- Ability to plan and prioritise work effectively to meet own objectives and those of the team
- Ability to adapt to change
- Flexible approach to team work with a willingness to provide cover in colleagues' absence and to pick up work outside of own specialism if necessary
- Ability to learn and master new areas of law and legal practice quickly
- Ability to evaluate information in complex situations and the confidence to take sound decisions independently
- Ability to travel to meetings at client offices and to work in the other locations when necessary
- Drive, enthusiasm, versatility and self-motivation

Desirable

- Flexibility with office hours – working to the demands of the job – and ability to attend evening meetings if required.
- Problem solving approach
- A commitment to Lexcel / Quality Management Standards
- IT Skills:
 - Microsoft Office
 - Internet Search and Retrieval
 - Case Management software

EQUAL OPPORTUNITIES & HEALTH & SAFETY

Essential

- Ability to demonstrate awareness and understanding of equal opportunities and other people's behaviour, physical, social and welfare needs
- Ability to demonstrate a clear understanding of, and commitment to, health & safety