



PRIVATE AND CONFIDENTIAL

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Date: 27 February 2019

Dear Applicant

POST: Legal Assistant (Contracts and Procurement)

Thank you for your interest in the post of Legal Assistant (Contracts and Procurement) with One Legal.

The One Legal shared legal service started in 2009 and is a partnership between Cheltenham Borough, Gloucester City and Tewkesbury Borough Councils. One Legal prides itself in a service that successfully incorporates public sector expertise and yet has a strong business ethos.

As local authorities continue to face unprecedented financial challenges, One Legal has a committed team of highly capable and experienced lawyers and is confidently able to offer spare capacity to other public sector organisations at reasonable cost, enabling the partnership authorities to enjoy improved resilience and efficiency. One Legal's Business Plan is to consolidate its current business, ensuring that its operational procedures and staff structure are aligned to optimise its income generating capability with existing and new public sector clients.

We believe that One Legal is an exciting place to work. In addition, we invest in our employees, provide opportunities to work flexibly and support professional development.

Gloucestershire includes a wide variety of town, village and rural communities, the population of which has grown steadily in recent times and is expected to continue to grow at a rapid pace in the next twenty years. The area is also economically vibrant and well placed to benefit from significant economic growth over the same period. This pace of growth will present both opportunities and challenges for the partner councils.

Please note we do not accept CV's in place of an application form as we require the same range of information from all our candidates. The application form can be found here; www.tewkesbury.gov.uk/jobs. If you have any queries at all regarding your application, please ring the Human Resources Section, on the above number.

It is anticipated that the interviews will be held **w/c Monday, 25 March 2019** so please keep this date in mind. The date may, however, be subject to change in exceptional circumstances, in which case candidates will be advised accordingly.

Please note, where stated on the application form, references must be provided by your employer(s), one of which must be your current employer. However, if you are not in employment at present, this referee must be that of your last 2 employers. (Please note that references will only be obtained with your permission).

Please note that whilst One Legal serves three councils you would, if successful, be employed by Tewkesbury Borough Council as the host authority for the shared legal service.

One Legal is the joint legal service to Cheltenham Borough, Gloucester City and Tewkesbury Borough Councils

Ideally we would like to write to all applicants at each stage of the selection process but unfortunately this is not possible because of the number of applications received. If you do wish to receive an acknowledgement of your application, please enclose a stamped, self-addressed postcard stating the post that you have applied for. If you have not been contacted within two weeks of the closing date of **Sunday, 17 March 2019** you may assume that on this occasion you have not been successful. We shall, however, welcome further applications from you for any other suitable vacancies.

I wish you every success in your application.

Yours sincerely

Howard Crabtree
Interim Human Resources Manager



APPOINTMENT DETAILS

POST: Legal Assistant (Contracts and Procurement)
POST NUMBER: CCLE37

POST

Applications are invited for the above post. The main duties of this post are currently indicated on the attached job description. The person appointed will be on the staff of the Borough Solicitor and will work under the supervision and direction of the Head of Service.

SALARY

The salary for this post will be on **Grade E, £22,401 - £25,463** per annum of the National Joint Council for Local Government Services. Salary is paid on the 21st of each month by payment direct into a Bank or Building Society Account. It is important to note, that as a national condition, if you start between the 1 April and 30 September, you will not receive an increment until the following April. If you start between 1 October and 31 March you will receive an increment rise after six months and thereafter April. The starting salary is usually the first point of the grade.

The rate of pay for this job is determined by our Job Evaluation Scheme (National Joint Council for Local Government Services).

CONDUCT

All employees of the authority are required to maintain conduct of the highest standard such that public confidence in their integrity is sustained. You must declare any business (whether paid or unpaid), financial and/or political interests.

HOURS OF WORK

The normal working week will be between **20 – 37 hours** per week. The Council operates a variable working hour's scheme in which the majority of officers can participate, subject to the approval of the Chief Officer concerned. The duties of some posts, however, do preclude the postholders from participation in the scheme. Full details will be available at interview.

We welcome applications from candidates with flexible working requirements. We can offer flexible working opportunities including flexible hours, part-time, job share and home working.

PENSION

The Local Government Pension Scheme (LGPS) is administered by Gloucestershire County Council, membership of which is open to any employee. All employees over the age of 16 years are able to join the LGPS. If you decide to join then your contribution rate depends on how much you are paid. The employer also pays in to the scheme on your behalf. The LGPS also allows a number of other benefits such as 3 times your salary for Death in Service (tax free), children's pensions and also the ability to increase your benefits at your retirement. Additional contributions can also be made through Additional Pension Contributions (APC's) or Additional Voluntary Contributions (AVC's). Full details are available from the Pensions Section follow this link www.gloucestershire.gov.uk/pensions or alternatively contact the Human Resources Section.

LEAVE

The leave year will run from the date of your appointment with the Council. Annual leave entitlement for this post is 24 days, increasing to 29 days (based on a 5 day working week) in the leave year, following completion of 5 years continuous Local Government Service. In

addition to the basic leave entitlement, one additional day of leave is granted to Officers on attainment of 10 years continuous Local Government service, prior to the commencement of the leave year.

There are five additional leave days derived from the National and Local Conditions of Service of which one is to be taken at Christmas and the other four added to annual leave (included above).

ILLNESS

Subject to the provisions of the National Scheme of Conditions of Service, an officer absent from duty owing to illness is entitled to receive an allowance ranging from one month's full pay and two months' half pay after completing four months' service to six months' full pay and six months' half pay after five years service. An Officer who is absent through illness before completing four months' service is entitled to an allowance of one month's full pay only.

HEALTH AND SAFETY AT WORK

The Borough Council recognises a prime duty to protect the health and safety of all its employees in the course of their employment. Management and Supervisory staff are required to provide and maintain safe conditions and systems of work. All employees are required to co-operate with the Borough Council in ensuring that work places are free from risks to the health and safety of others.

CONTRACT OF EMPLOYMENT

In accordance with appropriate legislation, all persons appointed will be issued with a Statement of Particulars relating to their post. This Statement sets out the main terms and conditions of employment, some of which will already have been specified in the letter of appointment.

PROBATIONARY PERIOD

All persons appointed who are new entrants to the Local Government Service will be required to serve a probationary period of not less than six months. At the end of this period, and subject to a satisfactory report by the Chief Officer, he/she will be transferred to the established staff.

SMOKING POLICY

All employees, Councillors and visitors are expected to comply with the Council's no smoking policy.

POLITICALLY RESTRICTED POST

This post is not designated a politically restricted post under the Local Democracy Economic Development and Construction Act 2009.

STATE BENEFITS

If you are currently in receipt of any state benefit for example Housing Benefit, Council Tax Benefit, Jobseekers Allowance, Income Support or Incapacity Benefit, you must inform the relevant office if you are appointed to this post, as your entitlement to the Benefit may well be affected. If you are in any doubt please contact your local Council, Jobcentre, DWP Office (Department for Work & Pensions) or the Human Resources Section. Please note that if you are appointed, the Council reserves the right to check whether or not you are in receipt of Housing Benefit and Council Tax Benefit from Tewkesbury Borough Council.

TEWKESBURY BOROUGH COUNCIL SAFEGUARDING

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

COUNCIL TAX REGISTRATION

Please note if you live within Tewkesbury Borough the Council reserves the right to ensure that you are correctly registered for Council Tax with this authority.

**THIS DOCUMENT IS FOR INFORMATION ONLY. A STATEMENT OF PARTICULARS
WILL BE ISSUED ON APPOINTMENT.**



JOB DESCRIPTION

- 1. **Directorate** **Borough Solicitor**
- 2. **Post Title** **Legal Assistant (Contracts and Procurement)**
- 3. **Post Number** **CCLE37**
- 4. **Post Grade** **E**
- 5. **Section** **One Legal**
- 6. **Responsible to** **Borough Solicitor**
- 7. **Responsible for** **n/a**
- 8. **Politically Restricted** **No**

9 Main Purpose of Job

- 9.1 To provide high quality pro-active legal advice, assistance and support to clients and their service areas including cases/projects of medium complexity and/or corporate importance in the following areas of law and practice:

Primary Areas of Responsibility	Secondary Areas of Responsibility
Contracts Procurement law and practice	Land & Property Data Protection/General Data Protection Regulations/Freedom of Information

10. Specific Duties

A Client Care

- A1 Ensure the highest standards of client care for the primary areas of responsibility by monitoring service quality, consulting with clients and delivering continuous improvement to service provision
- A2 Build constructive relationships with client officers, elected members and corporate colleagues to the benefit of One Legal and the corporate whole
- A3 Engage effectively with all clients and customers in order to understand their service requirements and to deliver on them
- A4 Ensure that client confidentiality is maintained at all times

B Professional/Technical

- B1** Provide a high standard of legal advice and work at all times
- B2** Keep up to date with all legislation, case law and best practice to assure the quality of legal advice and support to clients
- B3** Ensure compliance with all relevant professional standards including the Solicitors Code of Conduct
- B4** Identify matters which have corporate governance, propriety or probity implications and report them to a senior manager (and the Monitoring Officer where appropriate)
- B5** Undertake drafting of (sometimes complex) legal documentation for the areas of responsibility set out in 9.1 above
- B6** Occasionally represent, promote and defend client interests in public inquiries, courts, tribunals or other forum for the areas of responsibility set out in 9.1 above
- B7** Attend such client, customer or other meetings as are allocated to give legal and procedural advice and support
- B8** Work to all One Legal office procedures and practices (including case management and time recording systems)
- B9** Ensure that risk and conflict of interest is constantly monitored in respect of all casework in accordance with One Legal procedures
- B10** Monitor the progress of work against relevant standards and timescales and ensure that performance standards and targets are met
- B11** Work cost effectively utilising information technology and para legal support as appropriate

C General

- C1** Ensure compliance with Data Protection Legislation, Human Rights Act, Equality Act, Regulation of Investigatory Powers Act and any related guidance
- C2** Comply with all corporate policies and rules, including those relating to equal opportunities and risk management
- C3** Ensure compliance with One Legal and all relevant corporate values
- C4** Ensure that services are delivered in compliance with existing and new Health and Safety legislation and the Council's Health and Safety Policy and that duties are pursued in a safe manner with due regard to the health and safety of the post holder and others
- C5** Participate in the development of such corporate projects as may be required
- C6** Undertake any other duties assigned from time to time which are appropriate to the grade and character of the post.

Note Job descriptions are subject to review and possible change on an ongoing basis to reflect One Legal and corporate requirements



PERSON SPECIFICATION - ONE LEGAL

<p>Post Title: Legal Assistant (Contracts and Procurement) Post No: CCLE37 Grade: E Directorate: Borough Solicitor</p>	
<p>Essential (E)/Desirable (D)</p>	
<p>Qualifications Substantial relevant experience (E) Law Degree or FILEX (or working towards) (D)</p>	<p>Experience Experience of legal casework, legislation and policy in relation to at least one of the primary areas of responsibility (E) Experience of dealing with standard construction contracts including forms of JCT, NEC and Collateral Warranties, Bonds and Parent Company Guarantees (D) Experience of legal casework, legislation and policy in relation to more than one of the areas of secondary responsibility (D) Previous experience of legal work in local government/public sector (D)</p>
<p>Aptitudes/Skills Excellent written and verbal communication skills to convey detailed advice, explain complex principles and present cases to a wide range of audiences (E) Excellent drafting skills (E) Excellent inter-personal skills to develop and maintain effective working relationships with team members and a wide range of internal and external stakeholders (E) Sound judgement in provision of clear and authoritative advice in a variety of forum and at short notice (E) Ability to analyse and solve a variety of complex problems with minimal supervision and with minimal reference to precedents (E) Able to effectively plan and prioritise varied and significant caseloads (E) Skilled in identifying and managing legal and corporate risk in all work undertaken (E) Good IT skills to utilise work systems and Microsoft Office applications (E) Good keyboard skills to input data precisely and draft complex documentation (E) Project management skills (D)</p>	<p>Personal Qualities Self-motivated and able to motivate others (E) Strong customer focus (E) Team orientated (E) Calm, helpful and co-operative disposition (E) Flexible in terms of responsibility and whatever it takes to get the job done (E) Able to use own initiative and work with minimal supervision (E) Able to work in a pressured environment, deal with multiple tasks and remain focused on service delivery (E) Strong understanding of and commitment to governance principles and organisational values (E)</p>

Any other (not specified above)

Commitment to the principles of equality, diversity, risk management and health and safety (E)

Full Driving Licence with use of motor vehicle (E)

Regular local travel and travel to client places of business (E)

Commitment to working for multiple clients and from multiple locations (E)

Out of hours working to attend meetings and meet peak workloads (E)