



Lawyer/Procurement Manager Vacancy Information

Letter from the Head of Service

Dear Applicant,

Thank you for your interest in applying for this key position within Denbighshire County Council.

Denbighshire County Council is one of the highest performing Councils in Wales and the service plays a key role in supporting the council and its workforce in delivering services to our communities.

This position sits within our Legal, HR and Democratic Service, and is instrumental in supporting the business to succeed in reaching our goals. The procurement service is a joint service providing support to both Denbighshire and neighbouring Flintshire County Council.

The respective Councils combined spend is circa £314 million per annum, and this opportunity provides the successful applicant with the ability to support the Councils achieve economies of scale and place procurement at the heart of maximising efficiencies whilst supporting key corporate priorities such as reducing carbon footprints, ethical procurement and supporting the local economies of our respective areas.

Flintshire County Council has some ambitious plans for its communities including a programme of school buildings procurement, expansion of community benefits and social value opportunities plus a £30m refurbishment of Theatr Clwyd at Mold.

Our culture is one of employee development and progression, where all staff are supported to develop both personally and professionally. We have developed a leadership culture within our management structure, and promote continuous improvement at all levels. As an employer, we want to encourage you to reach your full potential, and will therefore support you with development, training and upskilling opportunities.

Of equal importance is employee wellbeing and offering excellent flexible and modern approaches to working and managing remote teams, a range of staff benefits and a commitment to developing our current and future leaders.

In terms of its procurement activity, the team leads the way on a number of initiatives, having set up and hosting a successful and award winning North Wales Regional Construction Framework and establishing a Pan-UK Leisure Framework, leading on a regional approach to domiciliary care services, and various social services collaborative opportunities. We are looking to build on this success with other innovative and commercially focussed approaches to delivering services.

This post will play an important role in shaping the Councils' procurement strategies and activities to support the achievement of a number of key strategic priorities for each council:

- Both Flintshire and Denbighshire Councils have declared a climate and ecological emergency and are committed to becoming carbon neutral by 2030

- Securing maximum social value/community benefits from the procurement cycle is a priority for both councils and the post holder will contribute to further integration of social value/community benefits into the procurement processes

The two councils recognise that benefits can be achieved though working collaboratively together and combing their purchasing power. Great strides have been made in building collaboration and the successful applicant will be a key player in bringing procurement activity within the 2 authorities closer together.

We are seeking an experienced and highly skilled commercial lawyer, to help us continue to modernise our procurement activities and to provide advice on a diverse range of high value procurement and commissioning matters. The successful applicant will deliver expert legal and procurement support to services and other teams in the wider public sector as we collaborate to deliver effective services and projects in increasingly innovative and commercially focussed ways.

The role will also direct the activity of the Council's Procurement Team, which provides a service across both Denbighshire and Flintshire County Councils. This team has established a good reputation within both Councils. We expect this reputation to grow and for the Procurement Team to be seen as leading best practice and innovation across the region.

This vacancy is undoubtedly a great opportunity for an ambitious and motivated professional to flourish and develop their profile as a strategic contributor and successful deliverer of high quality services.

We look forward to receiving your application.

Gary Williams
Head of Legal, HR and Democratic Services

Denbighshire County

Located in scenic North Wales, residents of Denbighshire are in the fortunate position of being able to enjoy this peaceful Area of Outstanding Natural Beauty which runs the entire length of the county, as well as the hustle and bustle of our market towns and coastline.

Ours is a county of contrasting environments, from wild rivers, mountains and forests, to historic castles, lively towns, and stunning beaches boasting blue flag status. We are in a fantastic location to offer something for everyone, whether it's the peace and quiet of the countryside, a day of extreme sports, or a day out with the family.

The story of historic Denbighshire is chronicled in its heritage of legend-haunted holy wells and characteristic churches, many of them rebuilt in the Tudor period, when Denbighshire became the prosperous and cultured Power-house of Renaissance Wales. Historic towns, picturesque villages and varied historic houses all help to tell Denbighshire's story: and though the Industrial Revolution sits lightly on the modern county, its industrial heritage can still be traced, often amid the now peaceful setting of its country parks and outstanding landscapes.

Legends, curiosities, and links with famous people all add to Denbighshire's character. So too does the fact that both Welsh and English are spoken in its towns and villages, for both nature and history have ensured that Denbighshire remains the most distinctively Welsh of the eastern 'border' counties.

Snowdonia National Park is less than an hour's drive, with Bangor just a little further. Along the A55, Liverpool and Chester are within an hour's drive, and Manchester is only a further 20 minutes. For an even quicker journey to these destinations, you could easily catch the train which has several stops along the coast.

Denbighshire has a population of 95,000 people, an average house price of c£175,000, and many high performing schools throughout the county.

Overall Denbighshire is a great place to live and work, for both those starting their career journeys, and those looking to progress.



Advert Details

Job Title: Lawyer/Procurement Manager

Location: County Hall, Ruthin

Salary: Grade 13, £46,845 - £51,009

Hours: 37 per week

Contract: Permanent

For this role there is also the possibility of relocation expenses.

If you would like to discuss any aspect of the post, please call Lisa Jones on 07979 381724

Recruitment timeline	
Closing date:	Midnight, Wednesday 9th December 2020
Shortlisting date:	Thursday 10 th December 2020
Interview date/s:	TBC
Start date:	As soon as practical

How to Apply

To apply for this exciting vacancy, please complete our online application form via the website www.denbighshire.gov.uk. For alternative methods of applying please contact Customer Services on 01824 706101.

Please outline on your application form how you meet all the essential criteria for this position within your supporting statement.

Candidates must complete our application form to be considered. We regret that we are unable to reply to all applications. If you have not received a reply within three weeks of the closing date, you must assume that you have not been short listed for interview.

Equalities

Denbighshire County Council is a Disability Confident Employer and is committed to Equal Opportunities and Welsh Language Standards. We welcome applications made in the Welsh Language. Any applications made in the Welsh Language will not be treated less favourably than any submitted in English. For alternative methods of applying, please call HR on 01824 706200.

Candidate information

About you

This is a fantastic opportunity for an experienced and ambitious commercial solicitor to join our organisation where you will be supported to achieve a work-life balance that is right for you, and to achieve your goals.

Our team prides itself on our effective working relationships throughout the organisation, and the successful candidates will share this commitment. We are a supportive Service, encouraging our staff to continually develop and enhance their skills, and this role is no exception to that.

As Lawyer/Procurement Manager you will be a Solicitor, Barrister or FILEX with significant experience, knowledge and awareness of public sector procurement law and procedure. You will be responsible for providing strategic input to both councils, leading the development of the two Councils' procurement strategies, policies and procedures as well as providing leadership to the Procurement Team. We are looking for someone who is able to work independently with only general direction, whilst deploying tact, diplomacy, integrity and assertiveness, forging effective working relationships in the process.



Staff benefits

Our workforce is of utmost importance to us and Denbighshire County Council is committed to supporting staff to achieve a positive work-life balance. We therefore have numerous work-life balance policies in place, including flexible working, home working options, enhanced parental policies, a fantastic occupational career average pension scheme, and our Employee Assistance Programme. All staff are entitled to enhanced annual leave allowances, with the opportunity to purchase more, and we support applications for career breaks and secondments. We also operate cycle to work, and car salary sacrifice schemes, and a Give as you Earn scheme.

Our staff are entitled to a variety of benefits, including discounted gym membership, personal and professional learning and development opportunities, discounts at hundreds of national retailers, and much more.

Job Description

Job Title: Lawyer/Procurement Manager

Grade: 13

Service: Legal, HR and Democratic Services

Service Area: Legal and Procurement Services

Responsible to: Legal Services Manager

Job ID Number: 03150

Job Purpose

To be responsible for the provision of strategic development and advice, leadership and management of the Council's Procurement Team – which offers a joint service for both Denbighshire and Flintshire County Councils – including the development of relevant strategies, policies, plans and resources.

To provide legal and procedural advice and assistance on a range of commercial and corporate matters, and to advise and represent client departments on any complex procurement issues that may arise.

To ensure that the advice and guidance provided by the Procurement Team to service departments facilitates cost-effective and legally compliant procurement activity across both Councils.

Principal Accountabilities and Responsibilities

- To direct and lead the development of Denbighshire and Flintshire County Council's procurement strategies, policies and procedures to ensure that procurement activity undertaken by both Councils delivers key corporate priorities whilst remaining legally compliant and cost-effective.
- To lead, manage, motivate and develop the Council's Procurement Team, ensuring that the day to day activity of the team supports effective delivery of procurement projects throughout both Denbighshire and Flintshire County Councils and that all team members are committed to continual improvement.
- To be an active member of the service's management/lead officer team, and through this take a lead role in helping to shape and drive the organisational and cultural change required to improve organisational performance.
- To provide expert legal support and advice in respect of complex procurement projects in both Councils – such as construction and/or development-led regeneration schemes and other high value, high risk procurement projects – including (but not limited to):
 - Advice on the Public Contracts Regulations 2015 (or its successor) and other relevant procurement and commercial legislation;
 - Supporting client departments through a competitive dialogue process;
 - Advice on contract law;
 - Advice on the Light Touch Regime commissioning;

- Advising on risk management in relation to procurement activity;
- Preparation and completion of both standard and bespoke forms of contract documentation;
- Supporting and representing the Councils in relation to Judicial Review/High Court procurement challenges;
- Drafting and settling Partnership Agreements or other relevant documentation in relation to any joint activity we undertake with other public bodies; and
- Instructing external advisors in relation to any of the above as and when appropriate.
- To be responsible for the Procurement Team's budget, providing forecasts, expenditure reports, identifying potential areas for savings or efficiencies as and when requested, and reconciling contributions to the budget from Denbighshire and Flintshire County Councils.
- To advise and assist in the development of alternative vehicles for delivery of services including (but not limited to):
 - Local Asset Backed Vehicles;
 - Establishment of Trusts, Mutuels, Cooperatives or new Social Enterprises; and
 - Developments with the Third Sector.
- To represent both Denbighshire and Flintshire County Councils at a UK/national level, ensuring that both organisations play a leading role in developing and influencing regional and national policy in relation to procurement.
- To prepare and present reports to relevant Council committees or meetings as appropriate in relation to any activity or projects under the post holders supervision.
- To monitor and evaluate changes in legislation, policy and general guidance in relation to procurement and commissioning, and ensure relevant changes and information is disseminated effectively and promptly throughout the organisation.
- To deputise for management as required.
- To undertake any other duties within the general scope of this post as requested by management.

Resources/Equipment/Material

Responsibility for the Procurement Team's operational budget

Supervision/Management of People

Line management responsibility for the Procurement Team

Knowledge, Skills, Training and Experience

- A current Solicitors Practising Certificate or a qualified barrister with significant post qualification.
- Knowledge and awareness of public sector procurement law and procedures.
Knowledge and experience of using Office Software Systems

- Expert knowledge and understanding of the law and procedure relating to a wide range of commercial transactions (including construction matters).
- Excellent drafting skills and ability to write clear and concise reports and legal documentation. Ability to plan and prioritise a heavy caseload and meet related deadlines.
- Ability to communicate effectively with colleagues at all levels, especially in relation to communicating complex legal issues to non-legal officers and members.
- Ability to defend a particular view, but willing to compromise if required.
- Ability to complete complex tasks with minimal supervision and attention to detail.
- Excellent organisational skills and the ability to deal with complex issues in a calm and assured manner. Ability to identify potential issues and problems, and consider and recommend appropriate solutions. Ability and motivation to work flexibly to ensure required tasks are completed to agreed deadlines.

Special Working Conditions

The post will be required to regularly work from a number of different locations in both Flintshire and Denbighshire Councils, and thus must have the ability to travel.

Extended hours may be required on occasion to ensure that any key tasks are completed by critical deadlines.

Employment Checks/ Specific Requirements

All new starters are required to undergo our standard safer recruitment checks; 2 satisfactory references covering 3 years employment, evidence of essential qualifications, evidence of Right to Work in the UK.

Safeguarding Statement

Denbighshire County Council recognises its obligations to safeguard children and adults together with preventing slavery and human trafficking and will do all in its power to prevent slavery and human trafficking within its business. Modern slavery can take many forms including the trafficking of people, forced labour, servitude and slavery.

Safeguarding is everyone's business and all Denbighshire employees are required to work in accordance with the Council's Child / Adult Safeguarding policies and procedures and have a duty to report any concerns which may be noted during the course of their duties and are asked to be alert to the signs of exploitation. Concerns should be raised via their Designated Safeguarding Manager in order that the Council can take prompt action when exploitation is identified.

Vision/Context

This role has been developed to ensure that the organisation undertakes its procurement activity in a legally compliant, cost-effective manner, and that both Flintshire and Denbighshire County Councils remain at the forefront of best practice in procurement policy and practice and are recognised as such at a national level.

Person Specification

The Person Specification sets out the skills, knowledge and experience that are considered to be necessary to carry out the duties of the post effectively. It will be used in the short-listing and interview process for this post. You should demonstrate on your application form how you meet these criteria as you will only be shortlisted if you meet all of the essential criteria (and desirable criteria where applicable).

Criteria	Essential	Desirable	Method of assessment
1. Education & qualifications	A current Solicitors' Practising Certificate or a qualified barrister or a qualified Fellow of the Institute of Legal Executives.	A recognised procurement qualification (e.g. CIPS) A recognised management qualification	Application form, certificates
2. Relevant experience	Significant post qualification experience. Knowledge and awareness of public sector procurement law and procedures.	Experience of leading and managing teams. Experience of being lead legal officer on major procurement exercises or regeneration schemes, and of involvement in procurement exercises above the OJEU thresholds. Some civil litigation experience/exposure in the context of commercial disputes. Experience of delivering legal training to non-legal audiences.	Application form, interview
3. Job related knowledge & skills	Knowledge and experience of using Office Software Systems Expert knowledge and understanding of the law and procedure relating to procurement and a wide range of commercial transactions (including construction matters).	Knowledge and understanding of local government and public law. Understanding of the requirements of a political environment. The ability to adopt a	Application form, interview

	<p>Excellent drafting skills and ability to write clear and concise reports and legal documentation.</p> <p>Ability to plan and prioritise a heavy caseload and meet related deadlines.</p>	<p>commercial and solution based, pragmatic approach to managing risk.</p>	
4. Personal qualities	<p>Ability to communicate effectively with colleagues at all levels, especially in relation to communicating complex legal issues to non-legal officers and members.</p> <p>Ability to defend a particular view, but willing to compromise if required.</p> <p>Ability to complete complex tasks with minimal supervision and attention to detail.</p> <p>Excellent organisational skills and the ability to deal with complex issues in a calm and assured manner.</p> <p>Ability to identify potential issues and problems, and consider and recommend appropriate solutions.</p> <p>Ability and motivation to work flexibly to ensure required tasks are completed to agreed deadlines.</p>		<p>Application form, interview</p>
5. Other requirements	<p>Ability to travel to different council locations</p> <p>Empathy with the Welsh Language and Culture</p>	<p>Ability to speak and write in Welsh.</p>	<p>Application form</p>



**Thank you for
your interest**

Denbighshire County Council

Website : www.denbighshire.gov.uk

Instagram : @CyngorSDd_DenbighshireCC

Facebook : Denbighshire County Council

Twitter : @DenbighshireCC

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