



## Job Description

Post Title	Senior Legal Counsel
Team	Legal (General Counsel Function)
Reports to	General Counsel

### Purpose of the Role

The Delivery Authority is developing its plans for the restoration of the Palace of Westminster and ancillary decant arrangements. In support of this we are recruiting for an experienced non-contentious commercial lawyer to join our legal team.

Reporting to the General Counsel, the postholder will be part of a small legal team providing legal advice across the organisation, working closely with the commercial and project teams. This will include supporting the development and procurement, and ultimately delivery, of major long term project contracts.

As a senior lawyer the successful candidate will make a pivotal contribution to a high performing legal function in an environment where the ability to identify and resolve legal issues across a range of work streams will be essential. As such the successful candidate must demonstrate strong knowledge and technical acumen in relation to construction and engineering contracts and public procurement, combined with a solution focused and pragmatic outlook that takes account of the unique stakeholder environment.

### Key Accountabilities and Responsibilities

In conjunction with the existing senior management team within the General Counsel function :

- Lead and be responsible for high quality, commercially informed legal advice to realise the Delivery Authority's procurement strategy for its major project contracts.
- Work with external legal advisors to prepare contracts for the appointment of the Delivery Authority's key delivery partners.
- Advise on contractual risk profiles and provide proactive support and guidance on risk mitigation.
- Provide a partnering approach to all functions advising (or procuring external legal advice) in support of the activities of the Delivery Authority, particularly its commercial, contract management and programme delivery activities.
- Support contracting for corporate services, including inputting into governance processes and maintenance of appropriate template legal documents.
- Contribute to legal compliance and corporate governance as required, including ensuring the effectiveness of existing governance and compliance frameworks.
- Manage relationships with external legal advisers as required to ensure appropriate, timely and cost-effective support.
- Monitor changes in relevant legislation and identify impacts for the Delivery Authority.
- Devise and provide training and resources for the Delivery Authority on key legal and contractual matters to inform views on legal and commercial risk.



## Key Stakeholders and Relationships

- The Delivery Authority Executive Committee
- Departments within the Houses of Parliament, including the Office of Speaker's Counsel (Parliamentary legal counsel) and the Restoration and Renewal Programme Client Team (who have the sponsor role for the Delivery Authority)
- The Delivery Authority Commercial and Procurement teams
- External legal providers
- Supply chain and delivery partners.

## Qualifications, Skills and Experience

### Essential

- Solicitor admitted to practice in England & Wales
- Demonstrable experience and expertise (appropriate to PQE) in the key activities outlined above, with emphasis on experience of construction and commercial law
- Familiarity with and experience of using construction industry standard form contracts, such as NEC and JCT
- Ability to work with significant autonomy
- Highly motivated, proactive and solution focussed with demonstrable problem solving skills
- Aptitude for contract negotiations with proven results
- Excellent, written and oral communication skills with the ability to tailor materials for difference audiences
- Proven experience in establishing effective relationships with colleagues, senior management and key stakeholders with the ability to influence decisions using experience gained in a similar environment
- Experience of working effectively both independently and as part of a team, with the confidence to make decisions with minimal need for escalation
- Experience of dealing with uncertainty and ambiguity in a transforming organisation
- A flexible attitude with the ability to multi-task, work under pressure and to challenging deadlines
- Commercial aptitude and the ability to understand broader project dimensions, including financial and technical aspects, in the context of contractual arrangements.

### Desirable

- A track record of working in both the public and private sector, ideally in a project delivery environment.
- Knowledge and experience of infrastructure projects or major programme environment.