

Job description

Contracts Lawyer

Immediate team	Legal Services
Service team	Legal & Democratic
Line manager's job title	Principal Contracts Lawyer
Number of direct reports	None
Salary and grade	£52,892 per year, Grade 7 FTE
Duration of role	Permanent
Hours per week	32 (£45,751.58 @ 0.865 % FTE)
Location	The designated office base is Abbey House, Abingdon. The councils operate in a truly flexible, and hybrid way where the focus is on outcomes not where you work.
Employing council	South
Probationary period	Six months
Notice period	One month (G1-7)
Annualised hours apply	Yes
DBS check required	No
Date job description updated	August 2026

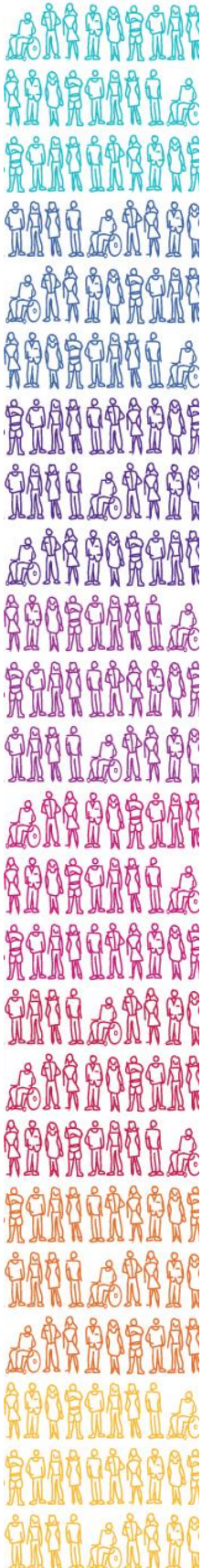
About the role and what we're looking for

Job purpose

To provide legal services to South Oxfordshire and Vale of White Horse District Councils and their services, particularly contracts and procurement related work and local government law and corporate matters

Main duties and responsibilities

- Draft, negotiate and approve a broad range of contracts and agreements arising from all the councils' functions, including construction, service consultancy and IT contracts,
- advise on contracts and procurement legislation, procedures and documents, including procurement regulations and the councils' procurement procedure rules
- draft, negotiate and approve other agreements including grant and loan agreements, nomination agreements for affordable housing and service level agreements



- assist the Principal Contract Lawyer and external solicitors with major procurements and town centre redevelopment and other regeneration projects ·
- Advise on a range of local government law issues, including governance arrangements for shared services, subsidy control, data protection and freedom of information ·
- advise formal council meetings and councillor/officer groups as necessary
- meet standards and performance targets set for legal services ·
- contribute to the development of new systems and initiatives in legal services

The duties may vary from time to time without changing the nature of the post or the level of responsibility and the post holder may also be required to carry out any other duties appropriate to the grading of the post.

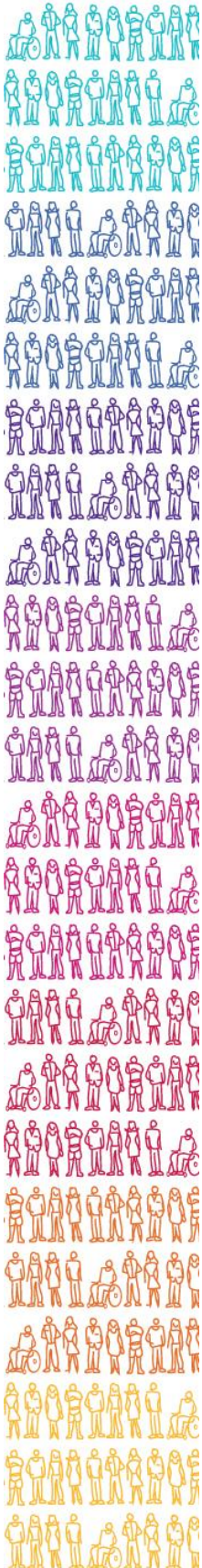
About you

Your essential qualifications

1. Qualified as a solicitor or barrister or admitted as a fellow of the Institute of Legal Executives or equivalent qualification – in possession of a current practicing certificate or equivalent

Your essential skills, knowledge and experience

1. Minimum post qualification years experience -5+ in contracts/procurement discipline area
2. High standard of written, and oral communication and drafting skills
3. thorough knowledge of contracts and procurement law, with the ability to handle contract work with limited supervision, **under pressure and to tight deadlines**
4. ability to work as part of a team and keen to work to meet quality **standards**
5. ability to use Microsoft Word, Excel, email and time recording/case management systems to produce documents and correspondence and to



record and track progress of a team

If you have the following experience or qualifications – it's a bonus

- Able to demonstrate having conduct of complex high value contract work and procurements
- Experience of local authority legal work
- Knowledge and experience of section 106 agreements
- Knowledge of other areas of local authority legal work

Your style and behaviours

Your approach at work needs to mirror our vision and values which are detailed below. In particular for this role, the following points are essential:

- Ability to work with councillors, colleagues and external organisations to foster good working relationships at all levels, with the ability to act professionally in all circumstances
- Enthusiastic and self motivated
- Methodical and well organised
- Strong customer focus
- Positive 'can do' attitude, adaptable and ability to use initiative
- Flexible and positive
- Displays accountability and responsibility
- Results driven and able to meet tight deadlines under pressure
- Collaborative and inclusive

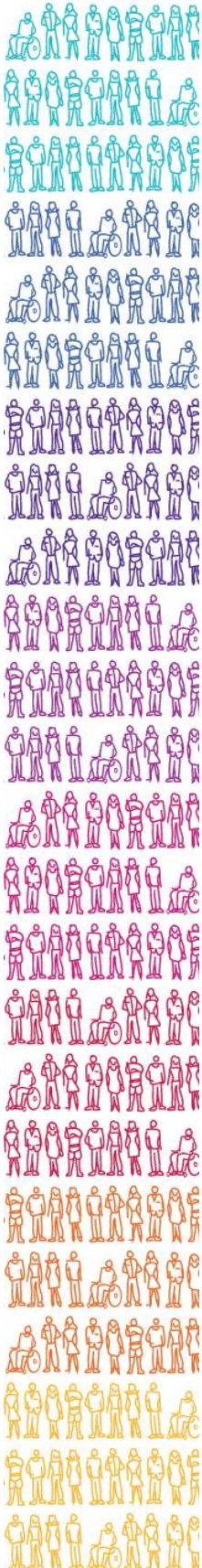
Work related requirements:

This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies.	Yes
Politically sensitive post	No
DBS check required	No
Full driving licence and use of a car for work	Yes
This role requires you to drive a company vehicle for work	No
This role may require you to work during the councils Christmas closure period	No
This role may require you to work evenings and weekends	No
This role may require you to work five out of seven days on a rota basis	No
This role is location specific	No

About us

Our Vision

We are customer focused and approachable. We are honest and open and are committed to providing high quality cost-effective public services.



Our Values



Working Together

We are a committed professional team, who embrace change and help one another improve



People and Planet

We care about each other and the environment we share



Respect

We act with integrity, and champion diversity and inclusivity



Accountability

We take ownership, do what we say, strive for clarity and welcome feedback



Approachability

We are open, honest and accessible

Our vision and values are important to the councils, and we expect you to support them and embed them in the way we work.

The benefits we offer

- A basic 26 days **annual leave** per annum, rising to 31 days after five years. You also have all the bank holidays to look forward to and time off between Christmas and New Year.
- **Flexible working and annualised hours** – a flexible approach to work that our employees love!
- **Salary pay awards** – most jobs give scope for a pay increase after six months or the following April (depending on your start date) and we also review salaries each April.
- A generous career average **pension** scheme which includes life insurance of three times your salary
- The opportunity to **purchase a bike** through Cyclescheme (cheaper than directly through a store) so that you can cycle to work!
- Various schemes to **keep you healthy** (reduced gym membership, free swims, free eye tests for DSE users and more)
- We give you two days per year to **volunteer** within the local community.



- A range of resources, support, and activities to help you maintain your **wellbeing** including a monthly wellbeing hour in addition to annualised hours (the ability to work flexibly as long as, over the course of the year, you complete your contracted hours) and annual leave.

How to apply

Having read about our role if you have any questions, please email Christine Cox at Christine.Cox@southandvale.gov.uk

If this job excites you please complete our online application at <https://myrecruitment.southandvale.gov.uk/>

We look forward to hearing from you.