



ROLE DESCRIPTION

Job Title	Commercial Lawyer
Salary Band	SCP 33 - 36
Reporting to	Major Projects Solicitor
Directorate	Corporate Services
Service Area and sub area	Legal and Democratic Services
Team	Legal
Political Restriction	No

1. Primary Purpose of the Post
The Commercial Lawyer will be responsible for protecting the interests of the Combined Authority and Merseytravel (together the Organisations) by advising upon, drafting and negotiating legal agreements and giving procurement law advice on a wide range of projects. Such tasks will be commensurate with your experience and grade. In addition the post-holder will provide general legal support to senior officers within the team and will support officers in the preparation of complex legal documentation/structures for the Organisations.
2. Your responsibilities
The post-holder will be required to: • provide comprehensive legal support to the Organisations projects from inception to completion as required by senior officers; • draft and negotiate legal agreements, often on a bespoke basis, to support project objectives for the Organisations, to protect their legal position; • provide procurement law advice to officers, to support the strategic objectives of the Organisations; • be responsible for their own workload but also support senior officers in respect of developing legal agreements/ legal structures; • with the support of senior officers provide strategic and professional advice on legal, constitutional and corporate governance issues;



- represent the Organisations with a range of stakeholders, including constituent district councils, the Local Enterprise Partnership, and the private sector in a professional and diligent manner;
- provide support as required to the trainee solicitors to develop their legal competence; and
- undertake any other duties commensurate with the general level of responsibility of this post.

3. General Corporate Responsibilities

The postholder will be required:

- to represent and promote the work of the Organisations and the wider Liverpool City Region, locally, regionally and nationally, as required;
- in line with the respective role to ensure 'joined up' policy and practice across areas of the Liverpool City Region;
- to represent the Organisations to raise the reputation of the Combined Authority and Merseytravel and promote its interests and its people;
- working with other members of the Legal and Democratic Services teams to make open, honest and effective decisions within the Organisations formal governance structures;
- to promote understanding of and adherence to the Organisations values by modelling appropriate behaviours and encouraging others to do likewise; and
- to be part of a culture of continuous improvement to develop an outstanding service.

This job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing. There is recognition that the Organisations are likely to be subject to continuous change. As such, senior officers are expected to work flexibly and accept that their areas of specific responsibility may also be subject to change

4. Recruitment Plan

Competency Based Interview
Presentation
Assessment



PERSON SPECIFICATION

Job Title: Commercial Lawyer

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Currently practising and qualified solicitor, barrister or Chartered Legal Executive.	E	A
Membership of (or eligibility to join) a recognised and relevant professional body.	E	A
Evidence and commitment to continuous personal and professional development.	E	A, I

Experience and knowledge	E = Essential D = Desirable	Identified By
Knowledge of the legal framework, the role, function and statutory powers of Merseytravel and the Combined Authority.	E	I, AC
Experience of drafting legal clauses and legal agreements to govern the commercial contractual relationships with third parties.	E	A, I, AC
Experience of advising on public procurement law issues	D	A, I, AC
Experience of working, influencing and advising on contracts and structuring often complex legal transactions.	E	I
Experience of working with external and internal stakeholders.	E	I
Experience of operating effectively and collaboratively as part of a team and supporting colleagues from other departments.	E	A, I
An understanding of and a personal commitment to delivering a high quality legal service and ensuring service standards are met.	E	I
A commitment to and an understanding of equal Opportunities.	D	A
Experience of working in the public sector	D	A

Skills and abilities	E = Essential D = Desirable	Identified By
High standards of professional and strategic awareness and conduct.	E	I, AC
Strong interpersonal skills, with the ability to deliver a proactive service and continuously improve.	E	I, P
The ability to negotiate, influence and to be able to engender confidence, trust and respect.	E	I, AC



The ability to prioritise work against competing demands to meet deadlines.	E	I, AC
A Positive, flexible and responsive individual, with a creative approach to problem solving.	E	I, AC
The ability to work as part of any project team to deliver organisational requirements	E	I

Personal Attributes	E = Essential D = Desirable	Identified By
Willingness to learn and develop in other areas	E	A, I
Enthusiasm and determination to deliver results	E	A, I
A commitment to and understanding of equal Opportunities	D	A, I

Core Behavioural Competencies	E = Essential D = Desirable	Identified By
Knowledge of the key issues facing the City Region.	D	A, I
A flexible approach to working hours, locations and willingness to work flexibly as and when required.	E	A, I

Key to Assessment Methods:

**Please specify for each criterion, column to be removed for external posting.*

KO – Knockout question	A - Application	P – Presentation	T - Test
FQ – Filter Question	I – Interview	E – Exercise	AC – Assessment