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## **Project Director – Legal Recruitment**

### **About Local Partnerships**

Local Partnerships is a joint venture between HM Treasury, the LGA and Welsh Government. We help the public sector deliver projects and change at the local level. We provide an interface between central government policy and local delivery to ensure key priorities are achieved and clients secure excellent value for money. We bring public and private sector experience that provides confidence, additional capacity and commercial capability. We provide trusted, professional support and advice across multiple areas including regeneration and housing, waste, infrastructure, public sector re-organisation and shared services, and developing commercial capability. Our team of experts works solely for the benefit of the public sector, helping central and local government bodies overcome challenges and improve their chances of success.

### **Legal**

Local Partnerships' legal team comprises a small number of commercial lawyers with significant experience of structuring and advising on complex projects and related contracts.

Local Partnerships' lawyers work closely with other Project Directors providing transaction support. Each lawyer's work spans a broad range of sectors, programmes or projects (and may vary according to relevant experience, capacity, and business need).

A major component of the legal team's work is assistance to Re:fit. Re:fit is a national procurement initiative that guarantees energy efficiency savings and/or energy generation. This initiative is delivered through a framework agreement that Local Partnerships procured with the Greater London Authority in 2016.

The successful candidate will be expected to provide advice to Local Partnerships in managing the framework agreement and to provide support in reviewing key project documents produced by authorities accessing the Re:fit framework.

The candidate will also have the opportunity to work with other programme areas to provide legal support.

## Job Description

<b>Job Title</b>	<b>Project Director - Legal</b>
<b>Responsible to</b>	<b>Head of Legal</b>
<b>Location</b>	<b>London</b>

## JOB PURPOSE

Project Directors are responsible for the successful delivery of a major stream of business activity for Local Partnerships. Project Directors may work on their own, but will more often form part of a team of different specialists undertaking an assignment stretching over weeks or months, or occasionally years, for a client who will typically be a central government department or one or more councils.

Project Directors are assigned to a programme area headed by a Programme Director. While every assignment is different, Project Directors typically bring their professional expertise and project management skills to bear on complex projects and programmes and ensure Local Partnerships' quality standards are met in completing the assignment on time and budget.

Project Directors need to have an understanding of decision-making in the public sector, including the role of elected politicians, in addition to their professional expertise. Almost all assignments involve preparing reports containing complex written and analytical information for the client, so excellent communications skills are vital. Knowledge transfer to the client is a key part of the role.

Project Directors may be based anywhere in England and Wales. They may need to travel to clients' offices around the country some of the time.

## PRINCIPAL ACTIVITIES

Principal activities include:

- Provide legal support and commercial advice directly to public sector projects and programmes with which Local Partnerships is engaged, and in particular in support of the Re:fit programme area.
- Track, understand and explain changes in the law as they affect central and local government, and other clients.
- Develop Local Partnerships' approach to advising clients in relation to the EU procurement regime, including specialist advice on relevant procedures and requirements as set out in the Public Contracts Regulations 2015, as amended.
- Lead the delivery of work streams and projects using professional expertise and maintaining strong and effective relationships with clients, either as part of a team, or independently.
- Prepare outputs and outcomes in line with the brief for the assignment, using tools to report complex written and analytical information to the client.
- Ensure projects meet Local Partnerships' quality standards, client expectations and

Local Partnerships' financial targets.

- Contribute to the wider corporate success of Local Partnerships.
- Manage assigned associates working on the same programme.
- Agree with the Head of Legal personal objectives and performance targets.

## **PERSON SPECIFICATION**

- Significant public procurement law experience is essential. Experience of working with framework agreements would be beneficial.
- A thorough understanding of the legal principles and drafting common to standard contracts for works/services within the public sector and other standard related agreements, and ideally workforce matters and employment law.
- Significant wider commercial and contract law experience (which may include a thorough understanding of the mechanics of complex PFI / PPP contracts, shared services arrangements, alternative service delivery models) and a good understanding of the public sector context.
- Ability to negotiate effectively and to review and challenge commercial contracts and procurement documentation.
- Excellent powers of analysis and sound legal judgement, with a high degree of personal and professional integrity.
- A constructive approach to providing legally sound, risk-based advice.
- Ability to make sound judgment on when and how to involve other colleagues (legal or otherwise) to ensure advice is complete and comprehensive and suitably targeted to need.
- Strong commercial skills and a track record of operating in a contracting environment.
- In-depth understanding of the UK public sector and respect for the democratic process.
- Substantial experience of working on high profile complex projects or programme management, with a track record of effective delivery.
- Strong skills in written and verbal communication, and in analysis and presentation of data.
- Experience of building effective relationships with key stakeholders such as council Chief Executives and Executive Directors and central government programme managers.
- Experience of managing project teams from differing backgrounds and professions to

deliver commissions/ programmes.

- Self-starter with the ability to identify what requires doing and the enthusiasm to see tasks through.
- Ability to work as part of a team with a flexible approach in order to adapt to changing working requirements.
- Excellent organisational skills, ability to priorities work to meet deadlines and an eye for detail and accuracy.
- A very good understanding of the public sector, the challenges facing it and of strategies for assisting public sector bodies.

## **QUALIFICATIONS**

- Applicants must be qualified to practice as a Solicitor or Barrister in England and Wales. Applicants must have completed a training contract/pupillage, or have been exempted from this by the Law Society or the Bar Council;
- Applicants should have a minimum of a 2:1 degree in their first degree (in any subject). Where an applicant holds an overseas degree qualification this should be equivalent to a 2.1 degree. However, Local Partnerships will consider applicants who do not have a 2.1 degree (or above) but only where satisfactory evidence of equivalent high level academic and/or professional achievement can be provided (e.g. via relevant experience and results achieved for the Graduate Diploma in Law (GDL)/CPE, Legal Practice Course (LPC), Bar Professional Training Course (BPTC)).