



<b>Role Title:</b>	Commercial Solicitor
<b>Grade &amp; Salary:</b>	N/O (£46,437 – £57,660)
<b>Hours:</b>	37 hours per week
<b>Department or Division:</b>	East Midlands Police Legal Services
<b>Location:</b>	Horsefair House, King Street, Alfreton, Derbyshire
<b>Post Reports to:</b>	Principal Solicitor (Commercial)
<b>Suitable for job share or part time:</b>	Yes There will be a requirement to travel throughout the counties of Derbyshire, Nottinghamshire, Leicestershire, Northamptonshire and Lincolnshire.
<b>Other Considerations:</b>	All successful applicants will be required to submit themselves for drug testing in line with the Force's Drug Policy. Employment will also be subject to appropriate vetting and security clearance.

## Purpose and Description of Job Role:

To provide high quality effective and efficient legal support and advice including drafting, negotiation and advising in relation to a variety of procurement, contract and commercial matters; working collaboratively with a variety of clients, colleagues and other stakeholders across the police forces within the East Midlands.

## Specific Roles and Responsibilities:

- To advise clients (including Policing Bodies, Chief Officers and their senior staff) across the Police Forces of Derbyshire, Leicestershire, Lincolnshire, Leicestershire, Northamptonshire and Nottinghamshire in relation to a variety of commercial queries and projects including terms and conditions for the purchase and supply of goods and/or services, public procurement law, collaboration agreements, funding agreements, partnership and commissioning agreements, intellectual property rights, software licences, software support & maintenance agreements, MOUs, service level agreements, governance arrangements and other, often complex, commercial-related matters.
- To meet with clients (virtually, by telephone or face to face) to take instructions and/or advise on any commercial matters.
- To undertake research of any relevant areas of law or procedure.
- To manage and prioritise your case load in order to meet any relevant deadlines.

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- To liaise with client departments and personnel, officers and staff members.
- To work effectively as part of a team and to collaborate where appropriate on multi-discipline projects
- To participate in the Force Check-in process and take responsibility for identifying professional and career development needs.
- To accurately maintain both paper and electronic filing systems including the management of archive material.
- To update daily time recording and flexi sheets accurately.
- To comply with requirements for confidentiality of third-party data and management of police information.
- To uphold the Force's Values of Performance; Innovation; Responsibility; Respect; Integrity.
- To comply with Health & Safety legislation and adhere to Force policies and values.
- To promote equality, diversity and human rights in the workplace.

## Skills & Experience Required:

### Essential:

- Professional legal qualification as a Solicitor, Barrister or Legal Executive
- Demonstrate sound judgement and analytical skills.
- Extensive experience of handling a variety of commercial work including purchase and supply of goods and/or services, support & maintenance agreements, service level agreements and other contractual arrangements.
- Effective communication skills both written and verbal at a senior level
- Excellent negotiation skills with the ability to influence
- Excellent interpersonal skills
- Ability to handle complex legal work with minimal supervision
- Effective and efficient time management
- Ability and desire to develop and expand know-how and expertise in new areas of law

### Desirable:

- Experience of working in a police force and/or the public sector.
- Experience in advising on matters of governance, collaboration, corporate structures and compliance.
- Experience in advising on matters of public procurement law including state aid.

## Personal Qualities:

We have identified 9 competencies that help describe what effective behaviour looks like in Derbyshire Constabulary. These competencies illustrate how we put our Force's guiding principles into practice so that everyone understands what is expected of them in their day-to-day work

**Acting with Integrity:** Is trusted and respected by others and is known as someone who does what they say they'll do. Understands the impact and consequences of doing (and being seen to do) the right thing, is happy to raise concerns and will challenge inappropriate or unethical behaviour.

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**Working with Others:** Works to develop a positive team spirit and appreciates the value different backgrounds and experience can contribute to team success. Is approachable and inspires others to do their best. Treats others with dignity and respect, and maintains a positive, friendly outlook. Appreciates the contributions of others – and lets them know.

**Problem Solving & Innovation:** Uses experience, creativity and common sense to solve problems practically and innovatively. Makes sure they fully understand the problem, its cause and implications.

Seeks the input and views of others. Weighs up options to make sure the solution they choose is the most effective and makes good decisions in a timely way.

**Planning and Organising:** Is clear about their goals and creates plans and processes that are targeted at the right priorities – those that will truly deliver the most value. Copes well with change and uncertainty, knows that it's not always possible to get the full picture or remove every risk before taking action.

**Communicating & Influencing:** Presents written and verbal communication in a clear and effective way. Puts across points of view persuasively, but keeps an open mind and is willing to change their position if sound arguments are presented back.

**Personal Development:** Takes opportunities to improve their skills, knowledge and experience. Gives and seeks constructive feedback to help them and others develop successfully.

**Delivering Results:** Delivers what is needed when promised. Enjoys adding value, knows what needs to be done and stays focused. Identifies issues or obstacles that could prevent or delay getting things done and takes appropriate action.

**Customer Focus:** Knows how they personally support the service we provide to the public. Is absolutely passionate about adding value for the public and internal stakeholders, improving processes and removing unnecessary cost and waste. Understands how their attitude and behaviour impacts on public perception of the service we provide.

**Operational & Technical Awareness:** Keeps well-informed and knows what internal and external factors could impact on our performance. Promotes and pushes activity that improves performance and our service to the public. Is knowledgeable and effective in their area of expertise.

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