

ROLE PROFILE



Role Title	Commercial Lawyer	Reporting to	Head of Legal Services (West Yorkshire Police)
		District/Department	Office of the Police and Crime Commissioner (OPCC)
Tenure		Rank/Grade	Qualified Lawyers Career Grade Scheme

Part A – JOB DESCRIPTION

Overall purpose of role	To advise on all commercial matters, to ensure the strategic requirements of the Force are met.
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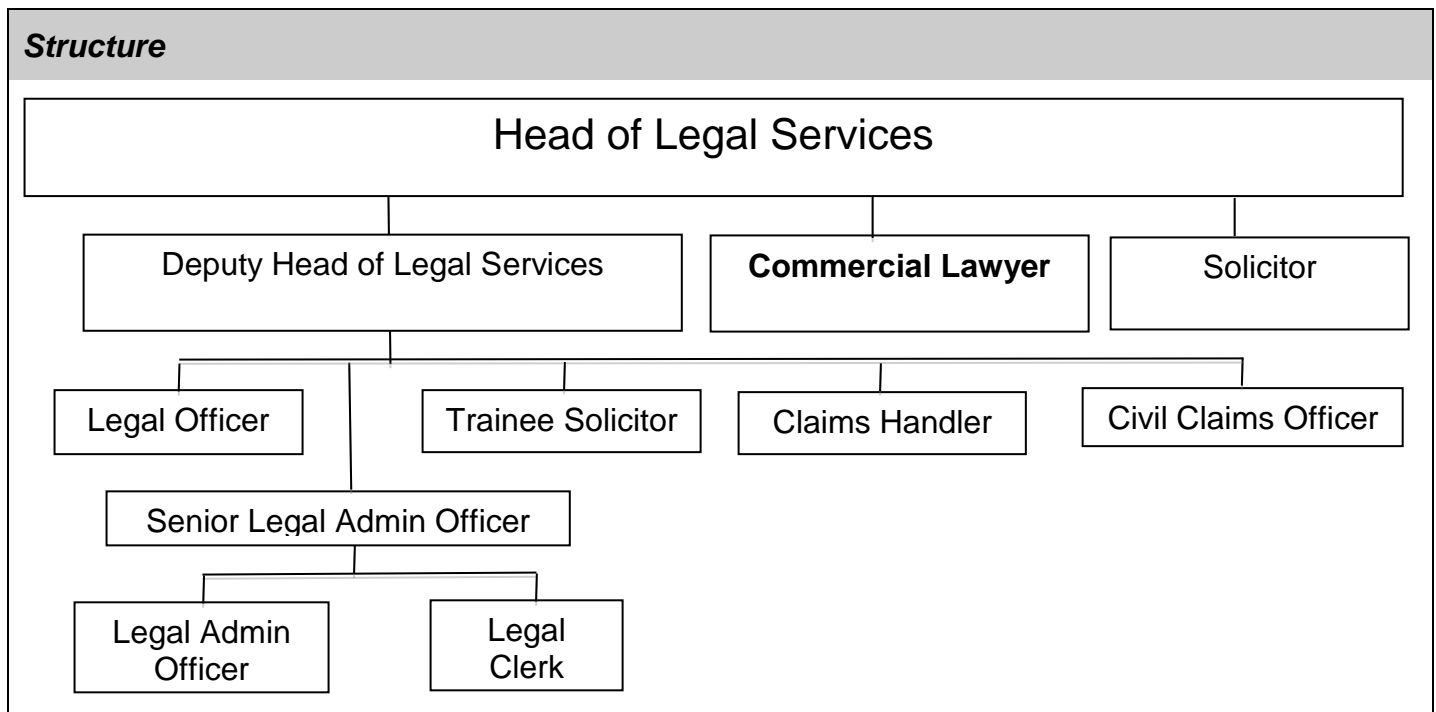
Key outputs for role
<ol style="list-style-type: none"> 1. Lead by example and behave in line with the OPCC Code of Ethics ensuring that the values and behavioural expectations are clearly understood and considered by managers, officers and staff in their decision making and actions; reinforcing and influencing them through all interactions and processes. 2. Advise and direct commercial projects of unlimited value on behalf of the Police & Crime Commissioner (PCC)/ West Yorkshire Police (WYP) and collaborations with other forces where WYP is lead Force, including the negotiation and drafting of legal contracts involving national and multi-national commercial corporations, taking account of matters such as indemnities, copyright and intellectual property issues, in order to protect and manage matters in the interests of the Force. 3. Undertake all forms of conveyancing work, including disposals, site acquisitions, leases, licenses, telecoms licenses etc, on behalf of the Police & Crime Commissioner (PCC) to ensure that the interests of the Force are maintained and protected. 4. Advise and assist in regard to public procurement rules and processes, as well as commercial matters for the Force in order to ensure compliance and minimise risk. 5. Provide legal representation in regard to contractual disputes and/or procurement challenges and facilitate legal representation in commercial litigation arising from such disputes, to ensure the best financial outcomes for the Force. 6. Draft and negotiate a variety of contracts including media agreements, special police service agreements, safer schools agreements, Police Community Support Officer (PSCO) agreements, collaboration agreements and other matters, as required, to ensure the best financial outcomes for the Force. 7. Maintain a property records system and assets register of Police land and buildings to ensure safe custody of property title deeds and accurate recording to assets.

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)
<ul style="list-style-type: none"> Responsible for advising on contracts, conveyancing and all commercial matters, for the PCC/WYP and other Forces/organisations party to collaboration agreements of unlimited value.

Work/Business contacts
<p>Internal: PCC and staff across the OPCC, staff and officers across WYP.</p> <p>External: Staff and officers of other force/organisations party to collaboration agreements, multi-national corporations, Government Departments, other Police Force Solicitors, Home Office, contractors, suppliers regarding negotiation of contracts, Solicitors/Conveyancers/Land Registry/Local Authorities regarding property transactions, estate agents, accountants.</p>

Expertise in Role Required (At selection - Level 1)	Essential or Desirable
• Qualified Legal Executive/Solicitor	Essential
• Substantial post-qualification experience in a relevant area of commercial law	Essential
• Experience of contract and/or public procurement processes	Desirable
• Experience of public sector property work	Desirable
Other (Physical, mobility, local conditions)	Essential or Desirable
• Willingness & ability to work flexibly in order to support the work of Legal Services	Essential
• Has the ability to travel for business purposes	Essential
• Has access to a vehicle and is willing to use it for business purposes.	Desirable

Expertise in Role - After initial development – Level 2
<ul style="list-style-type: none"> • Detailed knowledge of commercial law relevant to the Police Service • Detailed knowledge and understanding of the structure of the organisation • Has successfully established key contacts both internally and externally.



PART B – COMPETENCIES & VALUES

Competency and Values Framework – http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing_4.11.16.pdf
Level 2 –Supervisor/ Manager

PART C - DEVELOPMENT OF ROLE

Expertise in Role (Advanced - Level 3)

- Recognised as an expert source of information on all matters relating to their role.
- Has utilised their commercial awareness and basic knowledge of good business practices to the benefit of the organisation.

PART D - ACCESS & VETTING

<i>Standard IT Access</i>	Default
<i>Police Building (Perimeter and Zone access)</i>	Perimeter Access to Police Buildings where based
<i>Vetting Level</i>	Management Vetting
<i>Date accepted as a role profile</i>	