

Job Description



Job Title:	Legal Officer
Reports to:	Contracts Manager
Grade:	Grade 10
Date:	July 2018

1. Job Purpose

1. To ensure that the organisations' contracting policies and procedures are compliant with legislation and YPO's Standing Orders.
2. To provide legal and commercial contract advice to YPO which supports the delivery of the business plan and commercially protects the best interests of YPO
3. To ensure all commercial and contractual practices are in accordance with YPO Standing Orders
4. To support Internal, and External Audit
5. To be the point of contact to provide legal advice and assistance on all issues related to Frameworks, internal contracting, Dynamic Purchasing Systems, Concessions Contracts, Works Contracts, Call -Off Agreements, SLAs, MOUs, NDAs, COI Declarations, and any other legal device the business may wish to utilise.
6. To be a flexible resource to support, guide and provide legal assistance to category teams as and when the business requires.
7. To demonstrate the YPO Way behaviors (e.g. ownership) & ways of working which support the overall business direction.
8. To collaborate with all internal customers to continuously develop the service to meet the needs of the business.
9. To support and assist the Contracting Team in the development and implementation of strategies and policies.

2. Organisational Structure



3. Dimensions

Responsible for legal aspects of all YPO contracts, approximately 80 per year.

Responsible for assessing and minimizing risk to the business for all legal contractual issues.

Acts as the first point of advice on wider legal issues for YPO (excluding internal employment matters) including international contracting, limited company operations, and debt recovery.

Recommending where appropriate that the business utilises external resource.

4. Principle Accountabilities

- To work co-operatively with colleagues to ensure that the function operates consistently and effectively in the implementation and application of all departmental procedures and policies.
- To keep up to date with information, training and development opportunities appropriate to maintaining and developing professional service standards.
- Ensuring that services are delivered in line with relevant legislation, YPO objectives and policies including those relating to Equality and Diversity, Customer Care and Health and Safety.
- To undertake such other duties as may be required from time to time that reasonably fall within the scope and grade of the post.
- Responsibility for the legal aspects activities of the Contracting Function, including:
 - Supplying legal technical expertise to YPO, including advice on compliance, procurement, legal challenges and auditing standards. To ensure this is continually up to date and cascaded to all Procurement colleagues.

- Assessing and communicating the legal risks involved in the contracting procedure across the organisation and for individual tenders. Ensuring appropriate action is taken to minimise any risk.
 - Drafting and/or amending all legal documents in the procurement process.
 - Approving all suppliers' terms and conditions and proposing amendments where appropriate to safeguard the authority
 - Reviewing a range of agreements, including, but not restricted to, customer and supplier agreements, non-disclosure agreements, framework call-offs, reseller agreements, and concessions contracts
 - Ensuring high quality customer service to both internal and external customers and maintaining all legal records and documents accurately and effectively.
 - Reviewing all contracting and tendering documents prior to publication to ensure quality, consistency, and legal compliance.
 - Support and review from a legal compliance perspective the tender evaluation and award process.
 - Participating in tender document proof reading and debriefs as required to ensure the correct implementation of processes and procedures.
 - Providing legal advice and assistance to other entities as required by the Contracting Manager
- Support Data Protection Officer and SIRO on matters regarding Data Protection, GDPR, and FOI requests and any other matters related to information governance in so far as they impact, or require response from, the contracting function.
 - To act responsibly and actively contribute to all strategic and operational issues.
 - Maintain effective relationships with key partners, service providers, stakeholders and customers as day-to-day business needs required.
 - Assist Procurement to ensure that the product and service portfolios are compliant with the procurement of all goods and services and meets both UK and EU legislative requirements.
 - Through personal example and open commitment and clear action, promote equality of opportunity in both employment and service delivery.
 - Develop strong working relationships with colleagues across the organisation and at key suppliers in support of Procurement initiatives.
 - To lead and undertake work on special projects, policy priorities, plans and programmes as required by the Contracting Manager.

5. Planning and Organising

As directed by the Contracts Manager take responsibility for the design and implementation of policies, and procedures covering legal elements of contracting.

6. Decision Making

Decision making regarding the design and implementation of policies / procedures covering all legal elements of the contracting process.

Decision making on all compliance issues.

7. Internal and External Relationships

1. Senior Officers within YPO.
2. Government Departments, Public bodies, purchasing institutions, Suppliers, Customers.
3. External relationships with suppliers and trade bodies.
4. Extensive internal relationships with supply chain, Category Managers, sales, customer services and marketing.

8. Knowledge, Skills and Experience

Area	Essential	Desirable	Assessment
Knowledge			
Legal experience or Law degree	x		AF & Interview
Holding or working toward professional qualification MCIPS, CILeX, or another relevant accreditation.	x		AF & Interview
Ability to work with standard and non-standard forms of contract and commercial clauses.	x		AF & Interview
Very good understanding of public sector procurement and the current social, economic, legislative and political environment.	x		AF & Interview
Skills			
Ability to review and interpret legislation to determine its application within the organisation	x		AF & Interview
Ability to work with standard and non-standard forms of contract and commercial clauses	x		AF & Interview
Ability to develop and implement effective legal forms	x		AF & Interview

Effective communication and interpersonal skills, with the ability to communicate to appropriate audiences, including written, numerical and presentations.	x		AF Interview &	x
Ability to build, work and maintain effective relationships with managers, key partners, service providers, stakeholders and YPO customers.	x		AF & Interview	
Ability to maintain the balance between commercial need and legal compliance whilst minimizing risk.	x		AF & Interview	
Experience				
Experience of contract drafting and review.	x		AF & Interview	
Experience in a relevant business, legal or commercial role.	x		AF & Interview	

9. Special Features

Jobholder Signature:	
Manager Signature:	
Date:	