

## Supporting a thriving Parliamentary democracy

<b>Job Title:</b>	<b>Senior Legal Adviser</b>
<b>Salary:</b>	Band A1 - £63,716 per annum
<b>Team:</b>	Office of Speaker's Counsel
<b>Contract Type/Duration:</b>	Permanent

### Team Information

The Office of Speaker's Counsel provides legal advice to Mr Speaker, the Clerk of the House and all the staff teams in the House.

The Office consists of eighteen qualified lawyers (a mixture of solicitors and barristers), with the support of a full time trainee legal executive and a part-time paralegal. Its work falls into four main areas: general legal advice, scrutiny of domestic legislation, scrutiny of EU and international law, and support for the Joint Committee on Human Rights and the Justice Select Committee.

### Job Information

This post is part of the general advice team. The team covers a very wide range of work including issues of Parliamentary privilege, freedom of information, data protection, employment, health and safety, contracts and procurement issues, copyright and broadcasting. They also manage litigation on behalf of the House where necessary.

This post will be responsible for the provision of advice on procurement and commercial contract matters, and will also have a role in supervising and mentoring more junior lawyers in the team and supporting Speaker's Counsel and Deputy Speaker's Counsel in the provision of advice in other areas as required.

The line manager for the post is the Deputy Speaker's Counsel.

### Responsibilities

- Provision of accurate, timely, clear and helpful advice on procurement and contract matters to the Parliamentary Procurement and Commercial Service and others, and advice to other members of the OSC team on those issues. Drafting of contracts and advising on amendments to contracts, especially for construction projects. The post-holder is expected to be able to advise autonomously, with little or no reference to more senior members of the team, and sometimes at short notice.
- Advice on Parliamentary copyright and other intellectual property matters, including

appropriate uses of the Crowned Portcullis badge.

- Advice to the Parliamentary Commissioner for Standards and her team on a range of matters, for example questions relating to interpreting rules on All-Party Parliamentary Groups.
- Provision of advice on other complex matters, including but not limited to personal injury and torts, employment, freedom of information, data protection, licences to occupy residential or business premises, and general litigation and civil procedure.
- Mentoring and supervising more junior lawyers in the team, particularly but not exclusively in the field of procurement and commercial contracts.
- Working with OSC colleagues on matters that cut across areas of expertise within the team, for example, unusual contract issues arising in employment matters.
- Standing in for Speaker's Counsel or Deputy Speaker's Counsel on any matter where required to do so.
- Encouraging House staff to seek legal advice where appropriate; provision of training and mentoring of other staff where appropriate; and raising awareness of the availability of legal advice within the House more generally.
- Advice is provided in conference (formal and informal) and in writing (formal and informal).

## Security

Successful candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level or higher, as described in the job description. All successful candidates are required to pass these checks before an offer can be confirmed.

You should be aware that if you have resided outside of the UK for a total of more than two of the last five years, you are not eligible to receive security clearance to work on the Parliamentary Estate.

[Click here](#) for further information.

## Hours

We welcome applications from candidates who wish to work part-time or as part of a job share. If you are selected for interview please inform the panel of the days/hours you are available to work, alternatively you can inform the recruitment team at any stage of the process.

### **Bands A – E Positions (Full-time)**

Net conditions full-time working hours for staff of the House are 36 hours per week. This excludes daily meal breaks of one hour. The exact daily times of attendance will be agreed with line management.

Exact times of attendance each day will be agreed with line management. The House of Commons reserves the right to change the start and finish times.

Net conditioned full-time working hours for staff of the House are usually 36 hours per week, excluding meal breaks.

## Workplace Adjustments

As an inclusive employer, the House of Commons supports individuals in need of workplace adjustments. The workplace adjustment process prevents, reduces or removes problems you might face at work. Adjustments can be requested to help with obstacles relating to mental health, and physical or non-physical requirements. You can request a workplace adjustment if you have a disability or suffer from a difficulty or disadvantage in your workplace.

## Application and Selection Process

Further details will be provided if you are successful at the initial application stage.

We may ask you to complete a test, presentation or other assessment as a part of your recruitment process.

If you are invited to interview, we will ask you a combination of competency questions and role specific questions solely based on the criteria below. Any presentation or test requirements will be clearly communicated to you well in advance of your interview.

As a Disability Confident Leader, it is important that we are able to make appropriate arrangements or adjustments where necessary in order to create a full and equal participation in the selection process. If you require any reasonable adjustments, please contact the recruitment team to see how we can meet your needs.

## Our Values

The House Service is proud of our organisational values, which will deliver our strategy. We are looking for people who can bring these values to life:

**Inclusive:** We value everyone equally; We respect each other; We all have a voice.

**Courageous:** We try new things; We own our actions and decisions; We learn from our mistakes.

**Trusted:** We trust each other to do a good job; We are impartial; We build confidence in Parliament with our integrity.

**Collaborative:** We share our knowledge and experience; We work towards a shared vision; We know we work better in a partnership.

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## Skills and Experience

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### Criterion 1

Qualified to practise as a solicitor or barrister in England and Wales.

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### Criterion 2

Substantial post-qualification experience of legal practice, which must include experience of advising on all aspects of the application of the Public Contract Regulations 2015, including dispute resolution and the use of public sector frameworks. Knowledge of commercial construction contracts, particularly NEC3 and NEC4, is an advantage.

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### Criterion 3

Excellent written and oral communication skills, with the ability to provide clear and concise legal advice on complex issues in a comprehensible and appropriate format, tailoring the message to the audience.

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### Criterion 4

Strong powers of research and analysis, including the demonstrable ability to assimilate a wide range of information and reach sound judgments under pressure, often autonomously and without the possibility of cross-checking with more senior colleagues.

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### Criterion 5

Excellent interpersonal skills, including proven ability to operate inclusively and sensitively as part of a diverse team, and experience of coaching and mentoring more junior lawyers.

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### Criterion 6

Proven ability to advise senior stakeholders in an organisation, gaining and keeping their confidence while providing advice in a demanding and pressured working environment.

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