

Job Pack

Senior Lawyer - Contracts and Procurement



Uchelgais Gogledd Cymru
Ambition North Wales

Mae'r ddogfen hon ar gael yn Gymraeg hefyd.

ambitionnorth.wales

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For further information about this
role, please contact:



Mark Watkins

Head of Legal

jobs@ambitionnorth.wales

An exciting time to join the team

We're delighted that you're considering joining the Ambition North Wales team. We are a team of passionate and enthusiastic individuals who are proud to be involved in developing the North Wales economy.

As a Corporate Joint Committee, we have statutory responsibilities for the Regional Transport Plan and the Strategic Development Plan, alongside non-statutory responsibilities for Economic Well-being. This work includes the North Wales Growth Deal, the Flintshire and Wrexham Investment Zone, and the Regional Skills Partnership.

Ambition North Wales is a strong partnership, working on behalf of North Wales to deliver against a future vision for economic prosperity. The Ambition North Wales Team was initially established to deliver the Growth Deal, and now has the wider remit of being the Corporate Joint Committee for North Wales. The team support the regional ambitions for a stronger, more resilient and sustainable future economy.

Our ambition moving forward is to attract Investment into North Wales and achieve a more prosperous future for everyone that lives and works here. Our aim is to create new highly-paid jobs, attract investment and ultimately build a more vibrant, sustainable and resilient economy in our communities, for young people and for future generations to come.

We work closely as a team and we have developed a set of values that underpin how we work and what we expect from others. We are ambitious, we empower and support each other to succeed, we have integrity and do as we say we will and we respect and value people and their perspectives as we shape a great future for North Wales. We do hope you will consider applying for this position and hopefully join us on this journey.



Cllr. Mark Pritchard

Chair
North Wales Corporate Joint
Committee



Alwen Williams

Chief Executive
Ambition North Wales

About the role

Senior Lawyer - Contracts and Procurement

This is an exciting opportunity to join Ambition North Wales as our new Senior Lawyer for Contracts & Procurement. Ambition North Wales operates as the North Wales Corporate Joint Committee and is responsible for delivering key regional functions in relation to economic well-being, strategic transport and strategic planning. The organisation is also responsible for supporting delivery of major regional investment programmes, including the North Wales Growth Deal and Investment Zone-related activity.

We are looking for a practical, delivery-focused lawyer who can provide high-quality legal advice while also helping colleagues to move complex work forward. This is not a narrow advisory role. The successful candidate will be expected to work closely with programme teams, senior officers, external advisers and partners to support lawful, effective and timely delivery.

The role will include advising on commercial contracts, grant funding, procurement, subsidy control, governance and wider public law matters. You will draft, review and negotiate legal documents, including grant funding agreements, funding letters, collaboration agreements, service level agreements, consultancy arrangements and related project documentation. A key part of the role will be helping to strengthen in-house legal capacity. You will work with colleagues to clarify instructions, identify blockers, progress legal workstreams, coordinate external legal input where required and ensure that legal advice is properly integrated into programme delivery.

We are looking for someone with the confidence and technical credibility to advise senior officers, work constructively with programme and project teams, and manage competing priorities in a fast-paced regional environment. The successful candidate will need to be comfortable operating across legal disciplines and recognising when specialist external advice is required. Strong communication skills are essential. You will need to explain legal issues clearly and proportionately to non-lawyers, provide pragmatic options, and help colleagues understand both the legal position and the practical route to delivery.

This role would suit a qualified lawyer with experience in local government, the wider public sector, private practice public sector work, or an equivalent in-house environment. Experience of grant funding, commercial contracts, governance, procurement, subsidy control or major projects would be particularly valuable.

If you are a lawyer who wants to make a direct contribution to the future of North Wales, and who takes pride in enabling lawful and effective delivery, we would like to hear from you.

Job Description

Purpose of the role

- The Senior Lawyer - Commercial, Governance and Projects is responsible for providing practical, timely and high-quality legal advice to Ambition North Wales.
- The postholder will support the Head of Legal, Portfolio Director and programme teams by advising on commercial, grant funding, procurement, subsidy control and other public law matters where required and as appropriate.
- The role will help strengthen in-house legal capacity, reduce reliance on interim and external legal support, and ensure that key regional programmes and projects are delivered lawfully, effectively and with appropriate legal grip.

Core Team Responsibilities

- Responsible for embodying the values and behaviours of Ambition North Wales.
- Collective responsibility as part of the team to deliver on the priorities of Ambition North Wales.
- Responsible for supporting colleagues and team members to deliver on the priorities of Ambition North Wales.
- Act as an ambassador for Ambition North Wales and the region.

Salary	£45,529 - £47,665 (PS3) with an additional market supplement of £4,000 annually
Hours	up to 37 hours per week*
Contract	Two year contract
Location	Llandudno Junction (hybrid with home working)

* The role is full-time, however we will consider flexible working requests for the right candidate.



Role Specific Responsibilities

- Provide clear, practical and proportionate legal advice on commercial, governance, procurement, subsidy control, grant funding and, occasionally, certain wider public law matters.
- Draft, review, negotiate and advise on legal documentation including grant funding Agreements, funding letters, collaboration agreements, service level agreements, consultancy agreements, contract variations and related project documents.
- Support delivery of the North Wales Growth Deal, Investment Zone-related work and other economic well-being projects by providing timely legal input into project planning, risk management and decision-making.
- Provide legal comments for reports to the CJC, sub-committees, advisory boards and officer decision-making processes.
- Work with programme managers and senior officers to ensure that legal instructions are clear, deadlines are realistic, blockers are identified early and legal workstreams are actively progressed.
- Advise on procurement and subsidy control issues at an appropriate level, including identifying when specialist external advice is required.
- Instruct, coordinate and manage external solicitors, counsel and other legal advisers where necessary, ensuring value for money, clear scope, appropriate deadlines and effective knowledge transfer.
- Support the development and maintenance of legal templates, guidance, workstream trackers, decision-making processes and constitutional documentation.
- Maintain effective working relationships with officers, members, constituent councils, Welsh Government, external partners, fund recipients and professional advisers.
- Manage a varied legal caseload with appropriate autonomy, prioritising urgent and strategically important matters and escalating legal, governance or delivery risks where necessary.
- Undertake any required duties in line with the level of the role to support the delivery of organisational priorities.



Personal Specification



Qualifications

Essential

- Qualified solicitor, barrister or Chartered Legal Executive entitled to practise in England and Wales.
- Evidence of relevant continuing professional development.
- Strong understanding of professional standards

Desirable

- Membership of Lawyers in Local Government or another relevant professional body.
- Additional training or experience in procurement, subsidy control, commercial law or public law.



Experience, Knowledge and Skills

Essential

- Experience of drafting, reviewing and negotiating commercial or public sector legal documentation.
- Experience of advising senior officers, managers or clients on complex legal issues in a clear, practical and proportionate way.
- Ability to manage a varied caseload, prioritise competing demands and work effectively to deadlines.
- Strong written communication skills, including the ability to prepare legal comments, briefing notes, reports, correspondence and drafting instructions.
- Strong interpersonal skills, including the ability to build credibility with senior officers, colleagues, partners and external advisers.
- ICT literate, including use of Microsoft Office, Teams, Outlook, Word, PowerPoint, SharePoint and Excel.

Desirable

- Experience of advising on grant funding agreements, funding programmes, regeneration, infrastructure, economic development or regional investment projects.
- Experience of procurement law and subsidy control, including the ability to recognise when specialist advice is required.
- Experience of working with elected members, committees, sub-committees or formal public sector decision-making arrangements.
- Experience of instructing and managing external solicitors, counsel or specialist legal advisers.
- Knowledge of Welsh local government, Corporate Joint Committees, regional partnership arrangements or the North Wales public sector landscape.
- Experience of supporting programme or project delivery, including risk management, dependency management and legal workstream tracking.
- Legal risk management and public sector accountability.
- Experience of providing legal advice in local government, the wider public sector, private practice public sector work, or an equivalent in-house environment.
- Knowledge of public law principles, lawful decision-making, governance, transparency, accountability and legal risk.
- Ability to work collaboratively with programme teams, project leads, finance, procurement and external partners.

Personal Specification



Personal Attributes

For this role the following requirements are essential:

- Practical, solution-focused and delivery-minded.
- Able to give clear advice without overcomplicating issues.
- Confident enough to challenge where necessary, but constructive in approach.
- Organised, reliable and able to follow matters through to completion.
- Comfortable working in a small team where flexibility and ownership are required.
- Able to work at pace while maintaining professional judgement and legal accuracy.
- Committed to lawful, ethical and transparent public sector delivery.



Language Requirements

For this role the following requirements are desirable:

- Listening and Speaking - Able to deal with all aspects of the job verbally in a confident manner in both English and Welsh
- Reading and Understanding - Able to use and interpret correctly any information in both English and Welsh from a wide variety of sources in order to deal with all aspects of the post
- Writing - Able to present written information in both English and Welsh with complete confidence using the most appropriate language and style to meet the needs of the reader

And the following requirement is essential:

- An understanding of the importance of the Welsh language to the region and a willingness to develop Welsh language skills.

Team Values



We are Ambitious

We strive to deliver the best for North Wales. We are leaders in our fields, opinion formers and influencers, and we challenge conventional thinking. We pursue high standards, aim to be our best, and continuously develop ourselves professionally.



We work Collaboratively

We share knowledge, skills, information and support and ensure to keep colleagues informed. We always help each other, facilitate opportunities for North Wales and recognise that our collective impact is more significant than our individual impact.



We do the right thing

We do the right thing, not what is easy. We challenge unethical behaviour and speak out when things don't feel right. We are respectful, fair and considerate and can be trusted to deliver agreed commitments on time.



We make a difference

We pursue opportunities to make a difference in North Wales. We champion the Welsh language, heritage and culture and support regional charities. We protect the environment and seek opportunities to reduce our footprint.

Core behaviours for all roles

- Leadership – we all lead by example and are all leaders within our own areas.
- Responsibility – we take responsibility for our work, performance and development.
- Respect – we respect our colleagues, partners and stakeholders and demonstrate this throughout our work and in how we build effective relationships.



Join our team

Do you have a passion for North Wales and a desire to see the region grow and deliver on its potential? Are you enthusiastic, committed and a team player?

If so, Ambition North Wales could be the organisation for you.

As a partnership collaboration and partnership working is at the core of what we do as a team. We are looking for a collaborative individual with excellent interpersonal skills who is passionate about delivering for the region and able to develop and maintain relationships across multiple partners to drive forward our work.

While each role within the team has its own focus, you will be expected to contribute to the wider work of the team and the success of the team as a whole. We're looking for team players capable of leading their own areas but also supporting their colleagues to deliver. In return you will find a varied and interesting workload with opportunities to contribute across our portfolio.

Professional and personal development is important to us. The team at Ambition North Wales will provide you with a supportive environment to continue your development with a number of formal and informal development opportunities available. We encourage our team pursue professional development opportunities and are looking for individuals who have the desire to learn and improve.

Some of our roles require Welsh language skills while others do not. However, all team members are expected to recognise the importance of the Welsh language, our culture and heritage and be willing to improving their own language skills with our support.

If this sounds like you, we look forward to hearing from you.

North Wales is an excellent place to live and work, why not play a key role in shaping its future.

Hedd Vaughan-Evans
Portfolio Director
Ambition North Wales



Recruitment Timetable



Closing date

Applications need to be received by

10am

05/11/2026



Shortlisting

We aim to inform all those shortlisted by this date with details of the assessments and interview date provided

by

12/11/2026



Assessments

Assessments will take place prior to the interview. You will be informed of the details, should you be shortlisted

by

23/11/2026



Interview

The exact date and time of interview will be confirmed upon shortlisting

25/11/2026

The application process



Please use this [link](#) to access the Cyngor Gwynedd's Recruitment portal. You will be required to create an account to submit an application.



Please remember to complete all sections of the form. You are welcome to submit your form in Welsh or English.



Following the closing date an assessment panel will assess your application against the requirements set out in the personal specification. Please make sure your statement covers all essential criteria set out in the personal specification.



Applicants who reach the shortlist will be invited to an interview, details of the interviews will be sent at least a week in advance.



We will ask applicants to complete assessments before the interview (full details will be included within the interview letter).



Please note applications received after the closing date will not be considered.

The Employer

The North Wales Corporate Joint Committee is the employing authority.



Corporate Joint Committees (CJCs) are new regional corporate local government entities with similar powers, duties, governance, and administrative structures to local authorities in Wales.



Four CJCs were established in Wales on 1st April 2021, based on the geographical areas requested by local government and reflecting existing Regional collaborative arrangements. The North Wales Corporate Joint Committee comprises the six Local Authorities in North Wales - Angiesey, Gwynedd, Conwy, Denbigshire, Flintshire, Wrexham as well as the Snowdonia National Park Authority. The North Wales Corporate Joint Committee are known under the brand Ambition North Wales.



At present the Corporate Joint Committee has three specific areas of focus - strategic planning, strategic transport and economic wellbeing.

Benefits

There are several benefits of working for Ambition North Wales, full details can be found [here](#). However, the following is a summary of the key benefits:



Pension scheme

Ambition North Wales operates a Local Government Pension Scheme. Information about the fund can be found on the Gwynedd Pension Fund [website](#).



Annual leave

The annual leave entitlement varies between 21 and 30 days per year - depending on the grade of the post. Staff are also entitled to 8 days leave for bank and public holidays, as well as an additional 3 and a half days.



Special leave

As well as the leave noted above, paid absence may be granted in special circumstances such as moving house, bereavement, attending medical appointments, undertaking public duties and so on.



Work life balance

Ensuring that staff strike a healthy balance between work and home life is very important for Ambition North Wales. Staff can take advantage of the following arrangements:

- Flexible working hours
- Maternity, paternity and adoption leave
- Parental leave and flexible working for parents and carers
- Hybrid working



Training and development

Ambition North Wales recognises the importance of investing in its most important asset - its staff. Every employee can expect:

- A formal induction process and a continuous performance review
- A wide range of internal and external training and development opportunities
- Contribution towards the membership of professional bodies which are relevant to the work.





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