**The Role**

**Department**: Procurement

**Location**: Flexible Office Location outside of London

**Role**: Associate to Senior Associate, Procurement

**The Team**

Our growing procurement team work on a wide range of procurement projects, both across the UK and internationally. They work with various clients across the public sector including defence andeducation. The friendly and busy team is looking for an experienced associate to join them and support with the continuing growth of the procurement practice within the firm.

**The Role**

This excting and unique role will predominantly involve acting for authorities and bidders on public procurement projects in the UK (both contentious and non-contentious work) and non-regulated public clients. It will also include acting for international clients; designing procurement projects in line with global best practice and advising on international supply chain compliance.

This role also offers the successful post holder flexibility in working pattern and office location within the UK, as well as the prospect of working with major clients across the a wide range of sectors on a variety of contentious and non-contentious work.

In addition, the role provides opportunity to access to an exceptional range of personal and professional development opportunities within Clyde & Co, including our legal delivery academy, in-house talent programmes for career development, and the Global Associate Programme which provides the opportunity to spend time working from our international offices.

**Essential Skills & Experience**

* Solid grasp of practical application of the Public Contracts Regulations 2015, the Concession Contracts Regulations 2015 and the Utilities Contracts Regulations 2016.
* Awareness of Procurement Act 2023 reforms, PPNs and key procurement case law.
* Experience of the Subsidy Control Act 2022, the Defence and Security Public Contracts Regulations 2011, the Defence Reform Act 2014 would benefit the candidate however is not essential.
* A genuine team player who can integrate into a busy, supportive, and friendly national team.
* Ability to work autonomously with support form wider team when needed.
* Ability to build strong client relationship and carry out business development activities, providing input into the team strategy and finances.

**The Firm**

Clyde & Co is a leading global law firm, specialising in the sectors that underpin global trade and commercial activity, namely: insurance, transport, construction, energy, trade and commodities. It is globally integrated, offering a comprehensive range of contentious and non-contentious legal services and commercially-minded legal advice to businesses operating across the world. Clyde & Co is committed to operating in a responsible way. This means progressing towards a diverse and inclusive workforce that reflects the diversity of its communities and clients, using its legal skills to support its communities through pro bono work, volunteering and charitable partnerships, and minimising the impact it has on the environment. The firm has 480 partners, 2400 lawyers, 3200 legal professionals and 5000 people overall in over 60 offices and associated offices worldwide.

**Our Values**

Our values are the principles that guide the decisions we make, unite us in our endeavours and strengthen our delivery, for our clients and our firm. We:

* **Work as one** We are a globally connected team of talented people who act with a firm-first mentality to achieve success
* **Excel with clients** We aim high and challenge ourselves to deliver unique excellence for our clients, keeping them at the centre of everything we do
* **Celebrate difference** We help each other to be at our best and believe our differences result in greater achievement
* **Act boldly** We seek new opportunities, take action and learn as we go, recognising that curiosity drives our development and contributes to growth

**Role Competency Requirements**

Clyde & Co is committed to providing extensive, personal and professional development opportunities for our people enabling them to be highly effective in their current role as well as assisting them to fulfil their career aspirations.

The competencies are used to inform all aspects of career development. They vary across levels and different business areas and fall under the following areas:

**Technical Excellence**

Technical legal expertise: the knowledge of the law and ability to apply it

Research: the ability to conduct research effectively and apply it commercially

Managing legal processes: the ability to ensure all legal processes are followed efficiently and effectively

**People and Team**

Guiding individual performance and development: develops the skills of self and others

Teamwork and collaboration: working cooperatively and effectively with others

Leadership: creating high performing teams

**Client Relationships and Business Development**

Building business relationships: establishing, maintaining and using relationships to create and develop business opportunities

Commercial thinking: understanding the commercial drivers

Cross-selling and business development

**Finance and Practice Management**

Finance management and understanding of the business

Project management: ensuring projects are delivered

Knowledge sharing

**Personal Effectiveness**

Communication

Clarity of thinking

Personal contribution

*This is the job description as constituted at present; however the Firm reserves the right to reasonably amend it in accordance with the changing needs of the business.*