

Nick Smith

**Career History**

***February 2016 – to date, Head of Legal and Risk and Monitoring Officer, City of Edinburgh Council***

- Responsible for leading and setting strategic direction for the Council's legal & risk functions, with over 60 staff and responsibility for budget of over £5m across multiple professional disciplines.
- Primary legal adviser to the Council across multiple legal specialties covering all the Council's operations.
- Attends and advises Council and various Committees on all legal and risk matters, supporting effective planning and decision making and ensuring compliance.
- Develops and sets the risk architecture (strategic, operational and financial) for the entire Council and provides challenge and assurance through the internal audit and health and safety functions.
- Set-up and manages a multi-lot framework of legal advisers for the Council.

***August 2012 - January 2016, Chief Procurement Officer, City of Edinburgh Council***

- Responsible for compliant delivery of up to £700m of annual spend by the Council to achieve better value for money. Led 40 staff as well as procuring and managing an innovative support contract with an external third party.
- Designed, developed and led a complex programme that has delivered over £100m of savings, implemented significant operational and business change and won multiple national awards.
- Worked collaboratively with elected members, citizens and the third sector to deliver innovative procurement outcomes and living wage accreditation within a complex and constantly changing legislative environment.

***September 2011 - July 2012, Deputy Head of Legal, Risk & Compliance, City of Edinburgh Council***

- Advised the Corporate Leadership Team, Directors and elected members on key strategic legal and commercial issues, including carrying out Monitoring Officer investigations.

***October 2004 - August 2011, Senior Solicitor (2004-2010) and Principal Solicitor (2010 -2011) roles, City of Edinburgh Council***

- Senior Solicitor for the Commercial, Procurement & Finance team, advising on myriad commercial matters, including projects, contracts, complex public law matters and procurement, finance, regulatory and compliance issues.
- Latterly managed a team of 20 solicitors as well as a panel of external law firms.
- Key Council adviser for all information law matters.

***2003 – 2004, Senior Solicitor, Dundas & Wilson CS***

- Advised on three significant court approved business banking transfers and various merger and acquisition deals, including a complex transfer of a credit card business.

*2000 – 2003, Associate Solicitor, Linklaters, London*

- General corporate adviser.
- Drafted one of UK's first LLP agreements.
- Seconded to a global banking group to work on their joint venture with a large life assurance business, managing the transfer of Unit Trusts to OEICs and myriad ancillary contractual matters.

*1999 – 2000, Solicitor, Henderson Boyd Jackson WS*

*1997 – 1999, Trainee Solicitor, Henderson Boyd Jackson WS*

**Additional information**

- Graduated from University of Aberdeen (LLB (Hons)) in 1995 and University of Edinburgh (Postgraduate Diploma in Legal Practice) in 1997.
- Qualified as a Solicitor in Scotland and in England & Wales.
- Notary Public.