

## Senior Legal Counsel – Job Description

**Line Manager:** Deputy General Counsel

**Team:** Legal

**Location:** Wilton

**Date:** December 2020

### Role Purpose:

Provide comprehensive and advanced in-house legal support to the CPI Group of Companies.

### Key Responsibilities:

- To maintain consistent and document compliance with all relevant Safety, Health and Environmental (SHE), quality and best practice requirements.
- To advise on complex commercial contracting matters (of any nature) within the Group, including where necessary co-ordinating and liaising with external legal support from the Group's panel.
- To advise on property matters (contentious and non-contentious) within the Group, including where necessary co-ordinating and liaising with external legal support from the Group's panel on large transactions.
- To advise on intellectual property matters (of any nature) within the Group, including where necessary co-ordinating and liaising with external legal support from the Group's panel on large transactions.
- To act as support for the Head of Legal in providing systemic legal advice to the business and in developing and implementing new operational systems and schemes of training to empower colleagues within the business to operate within acceptable business risk parameters with a degree of autonomy.
- To progressively provide supporting day-to-day intellectual property, commercial and contract law advice, mainly assisting internal clients in relation to confidentiality agreements, standard contractual terms, and on bespoke advanced transactional agreements including funding agreements, collaboration agreements, contractual joint ventures and complex sales agreements.
- To progressively work closely with the Head of Legal in providing creative legal advice across the full range of business activity where legal input (of all types) is required, which may include:
  - Corporate transactional advice, which may include transactions in relation to the disposal of subsidiaries, the attraction of investment into subsidiaries, corporate restructuring, membership models, and related due diligence matters
  - Property and law advice relating to the Group's current and any future premises
  - Commercial contentious matters pre-litigation with a view to early settlement, for example in relation to faulty goods and services or bad purchasing transactions
  - Supporting the Performance and Governance team on legal matters relating to purchasing, procurement law and state aid
  - Supporting the HR team on matters related to employment law
  - Maintaining contractual legal templates used in the Group's business development, sale and procurement activities

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- Providing advice on regulatory matters
- To provide advice on contentious and litigation matters.
- To deliver legal training to Group staff on confidentiality, intellectual property, contractual matters and any other areas of law where required.
- To work in such a way that complies with CPI’s ISO 9001 procedures and with Solicitor’s Regulatory Authority requirements.
- To take direction and support from the Head of Legal on all matters that the Head of Legal decides require supervision or where there are intervening commercial interests.
- To provide day to day feedback and supervision to the Legal Counsel and Trainee Solicitor, ensuring a high level of legal service to the CPI Group.
- To achieve the continuous professional development as required by the Solicitor’s Regulatory Authority.
- To take reasonable care of your own health and safety and co-operate with management, so far as is necessary, to enable compliance with health and safety policies and legislative requirements.

**Direct reports:** Up to 5 direct reports

### Person specification:

#### Skills:

- Up to date understanding of intellectual property and contract/commercial law and best legal and commercial practice in a live business context
- The ability to provide, and a proven track record of providing, quality legal advice with a commercial slant, and understand the commercial realities and needs of a business
- Good communicator in most media presenting complex legal issues, guidelines and disciplines
- Good working knowledge of office software packages
- A personable proven team player who interacts successfully with all levels in an organisation
- A problem solver, creative thinker and a facilitator, who can steer clients onto the right course and ensure risk management
- Strong negotiation skills
- Good persuasive skills to “bring people along with them” at all levels in the business and externally
- The ability to manage a complex workload with changing priorities on a daily basis
- The ability to take legal and commercial direction from other solicitors and Head of Legal in a positive and constructive way

### Education / Qualifications:

Essential:	Desirable:
<ul style="list-style-type: none"> <li>● Educated to Degree level (or equivalent or higher) in a business or legal subject</li> </ul>	

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- Must be a qualified solicitor with a current Practising Certificate including CPD and SRA compulsory training modules.

### Competencies and behaviours

<b>Leadership (Influencing)</b>	<b>Decision Making (Influencing)</b>
<ul style="list-style-type: none"> <li>• Promotes commitment to CPI's strategy, vision, values, and direction.</li> <li>• Motivates, inspires and build resilience in others by making the vision shareable by everyone.</li> <li>• Rewards and celebrates success with colleagues and teams.</li> <li>• Future proofs work practices.</li> <li>• Trusts others' judgment and demonstrates a willingness to try new things, even at the risk of failure.</li> </ul>	<ul style="list-style-type: none"> <li>• Confidently draws reliable conclusions from diverse and sometimes incomplete data.</li> <li>• Proactively sources and refers to how others have tackled similar problems previously.</li> <li>• Considers risks, and consequences, and takes accountability for, the impact the decision has on the business including costs/ benefits.</li> </ul>
<b>Communication (Influencing)</b>	<b>Developing self and others (Influencing)</b>
<ul style="list-style-type: none"> <li>• Employs comfortably a wide range of communication styles and approaches to suit different situations and audiences (external and internal stakeholders) in diverse situations.</li> <li>• Builds effective two-way communication channels within the business area and across departments whilst maintaining credibility and securing commitment.</li> </ul>	<ul style="list-style-type: none"> <li>• Assesses the skills and competence of others within the organisation, and recommends development activities.</li> <li>• Gives performance feedback in a timely manner on an informal basis regularly.</li> <li>• Actively shares expertise and learning across the organisation.</li> <li>• Takes personal accountability for success or failure of direct reports</li> <li>•</li> </ul>
<b>Collaboration (Influencing)</b>	<b>Delivery (Influencing)</b>
<ul style="list-style-type: none"> <li>• Blends people into teams, leveraging the use of talents available from any part of the organisation that result in the most innovative solution.</li> <li>• Fosters a sense of energy, ownership, and personal commitment to collaborative work.</li> <li>• Understands priorities and deeper needs of different stakeholders' groups.</li> <li>• Supports and enables people to work together to meet objectives.</li> </ul>	<ul style="list-style-type: none"> <li>• Prepares and maintain schedules for activities and events for projects.</li> <li>• Delegates responsibilities for tasks and decisions to the appropriate staff; sets SMART objectives and monitors progress.</li> <li>• Researches capabilities and constraints, in advance of a project, which could affect its approach and outcomes.</li> <li>• Holds people accountable for achieving results.</li> </ul>

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### Knowledge and Experience:

Essential:	Desirable:
<ul style="list-style-type: none"> <li>• Working in a commercial law firm, or in industry as an in-house lawyer.</li> <li>• Experience of commercial contract matters</li> <li>• Proven experience of managing direct reports, or as a minimum day to day supervision of legal work</li> <li>• Working in a cross-functional role interfacing with people at all levels within a business</li> <li>• Up to date understanding of intellectual property and contract/commercial law and best legal and commercial practice in a business environment</li> <li>• High value and/or complex transactions, including with overseas companies</li> <li>• Ability to provide quality legal advice with a commercial slant.</li> <li>• Understanding of the commercial realities and needs of a business. Good working knowledge of office software packages.</li> <li>• Experience of dealing with a wide range of matters creatively.</li> <li>• Experience of dealing with confidentiality and secrecy arrangements.</li> <li>• Knowledge of basic contracts in an intellectual property context.</li> <li>• Experience of dealing with high value and/or complex transactions.</li> <li>• Experience of day to day supervision of junior lawyers.</li> </ul>	