

**Name:**

**Department (and Section where appropriate): GRC - Legal**

**Grade: G3**

**Job Title: Legal Assistant**

**Immediate Line Manager (Job Title): Head of GRC**

**Job Purpose**

To provide a broad spectrum of administrative, legal, compliance and commercial support to the legal team including but not limited to legal and commercial document preparation and review, coordinating all corporate insurance matters, managing communications with internal and external stakeholders, typing, filing, diary management and supporting the effective management of corporate legal risk and legal compliance.

**Main Duties (including % of time spent)**

- General legal administration to include company secretarial and contract administration support 40%
- commercial documentation review and analysis 15%
- Drafting agreements from standard templates 15%
- Conducting legal research and writing reports 20%
- Assist with all insurance matters including but not limited to dealing with routine queries, policy renewal and maintenance of all related records e.g. loan and hire equipment 10%
- *Ad hoc support with GRC matters as required*

**Knowledge, Skills & Experience**

- Law degree or studying towards Chartered Institute of Legal Executives (CILEx) qualifications or equivalent
- A minimum of two years experience of working in a legal services business dealing with a varied, high volume caseload
- Aware of the importance of keeping up to date with relevant legal developments.
- Experienced at using Microsoft packages with intermediate Excel skills
- Familiar with using legal databases
- Excellent oral and written communication skills
- Comfortable with diversity in day to day tasks
- Able to proactively organise large volumes of material, prioritise tasks in accordance with tight deadlines and effectively communicate with interested parties
- Strong team focussed work ethic
- Positive outlook and driven attitude
- Demonstrable desire to succeed
- Awareness and adherence to professional standards including compliance with SRA rules and regulations
- Demonstrable ability to act discretely and handle confidential and commercially sensitive information appropriately.

**KEY TASKS & RESPONSIBILITIES**

**1. Communications**

- Excellent oral and written communication skills to facilitate positive communication with internal and external stakeholders at all levels
- Ability to network with internal clients to build positive working relationships
- Close attention to detail
- Required to give and receive instructions and disseminate/escalate as required
- Discrete, personable and confident

- Adopt an appropriate and professional response when dealing with others
- Observance of requisite standards in relation to commercially sensitive information and legal privilege

## **2. Analytical Skills & Creativity**

- Confident at reviewing terms and conditions and standard form contracts to identify key legal issues
- Excellent attention to detail with the ability to carefully analyse data in documents to identify key legal issues
- Focussed on finding positive outcomes
- Team player who engages across the company to find solutions
- Able to proactively manage issues and/or escalate tasks Strict observance of good corporate governance
- Required to resolve standard problems independently within own work remit

## **3. Management of Activities**

- Strong organisational skills and ability to recognise and meet deadlines
- Administer, manage and maintain the legal contracts database and the legal archive
- Administer and assist with all insurance matters including but not limited to dealing with routine queries, policy renewal and maintenance of all related records e.g. loan and hire equipment
- Act as a key contact across the company for the administration of legal and commercial matters
- Ensure that core commercial activities are maintained whilst administering conflicting and time sensitive priorities
- Flexible and positive adaptability in attitude and approach to work
- Demonstrates an appreciation of broader context of work
- Remains calm under pressure, is able to identify problems and knows when to consult others.
- Awareness of when to escalate challenging queries

## **4. Management of People**

Head of Governance Risk & Compliance – JOB HOLDER

No staff management

## **5. Management of Finance & Resources**

- Strong commercial sensitivity to budget constraints

## **6. Autonomy & Accountability**

- Ability to effectively manage a varied, time sensitive workload
- Self-motivated and able to work on own initiative
- Fulfil all duties with the aim of facilitating the delivery of effective and efficient legal services
- Required to resolve standard problems independently within own work remit
- Confident at determining when to escalate matters as necessary

## **7. Working Environment**

Office base at Chipping Campden with ad hoc requirement to travel to other Campden BRI sites and/or attend training courses.

## **8. Other designated job roles** (Please tick those applicable)

Quality Co-ordinator  
Safety Co-ordinator  
First Aider  
First Aid Leader  
Fire Officer  
Fire Leader  
Software Co-ordinator  
Trained internal Auditor  
Equipment Officer  
Departmental Archivist x  
Hygiene Manager  
Process Hall Manager  
Event Director  
Risk Assessor  
Biological Safety Officer  
Safety Representative  
Safety Committee Member  
Sample Receipt Steward  
Authorised Driver (in line with Car Policy) x

**DSE User**

**Manual Handler**

**Signed & Dated**

Job Holder ..... Date .....

Line Manager ..... Date .....