

**Campden BRI (Chipping Campden) Limited**

Station Road Chipping Campden Gloucestershire GL55 6LD UK

Tel: +44 (0)1386 842000 Fax: +44 (0)1386 842100 Web: [www.campdenbri.co.uk](http://www.campdenbri.co.uk)

**Campden BRI (Nutfield)**

Centenary Hall Coopers Hill Road Nutfield Surrey RH1 4HY UK

Tel: +44(0)1737 822272 Fax: +44(0)1737 822747 Web: [www.campdenbri.co.uk](http://www.campdenbri.co.uk)

## Job Profile

### Legal Assistant Governance, Risk and Compliance (GRC)

For enquiries concerning this job, please contact:

Karen Hyslop  
Human Resources Department  
Campden BRI  
Station Road  
Chipping Campden  
Gloucestershire  
GL55 6LD

Telephone: +44(0)1386 842124  
Email address: [karen.hyslop@campdenbri.co.uk](mailto:karen.hyslop@campdenbri.co.uk)  
Web site address: <http://www.campdenbri.co.uk>

Campden BRI provides scientific, technical, and legislative support to the food, drinks and allied industries worldwide. The practical application of technical excellence lies at the heart of all that we do and is supported by our industry-leading facilities, expertise and knowledge.

From analysis and testing and operational support to knowledge management, all our activities are built on an extensive programme of research and innovation steered by industry to ensure maximum commercial relevance.

We provide services to companies all along the supply chain, but offer discounts, access to expert advice and other benefits for those that come into membership. Many of our clients are major blue-chip companies and household names.

## Locations

The Campden BRI Group operates from three sites in the UK and a fourth in Hungary. The role as advertised will be based at the Chipping Campden site but could require from time to time travel to other Group sites.

The site in Chipping Campden employs 300 full or part-time staff. A further 50 staff are employed at the site at Nutfield, Surrey and 20 staff are employed at our site in Budapest, Hungary. We also have a Consumer Test Centre in Leamington Spa.

## Department: Governance, Risk and Compliance (GRC).

The GRC team comprises the Legal, Health, Safety and Environment, Data Protection and Business Management Systems functions, with the Legal Counsel and Legal Advisor making up the Legal team. The Legal team's varied day to day activities include working with a broad spectrum of internal and external UK based and international stakeholders including government/regulatory authorities.

**Duties and responsibilities:** To provide a broad spectrum of administrative, legal, compliance and commercial support to the legal team and business 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. The role will include ad hoc assistance with other GRC activities

## Qualifications and competencies

- 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
- Experienced at using Microsoft packages with intermediate Excel skills
- Familiar with using legal databases

## Key skills

- Excellent oral and written communication skills
- 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
- Ability to administer and manage pro forma matters independently within own work remit
- Confident at determining when to escalate matters as necessary
- 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

## Pay and benefits

<b>Salary:</b>	Guide £28-32k depending on experience. Full time 38 hours a week. (8.45-5.15 Monday to Thursday, 8.45-4.30 Friday)
<b>Grade:</b>	G3
<b>Holidays:</b>	24 days plus public holidays and a <a href="#">buying/selling holiday scheme</a> .
<b>Pension scheme:</b>	Campden BRI operates a pension scheme
<b>Training:</b>	Campden BRI is committed to ensure all staff receives appropriate training to support their job function and business needs.
<b>Health:</b>	Campden BRI operates a 'permanent health scheme' if you are unable to continue work for health reasons and a 'death in service' scheme.
<b>Others:</b>	Other benefits include subsidised restaurant/vending machine and parking on site.

## Further Information

If further information is required, please visit our website [www.campdenbri.co.uk](http://www.campdenbri.co.uk)