

JOB DESCRIPTION AND PERSON SPECIFICATION

Please note this statement is for information only and does not form part of a contract. This list is not exhaustive and you will be expected to undertake such duties as may be assigned to you by from time to time. Staff are expected to be flexible in their work in order to deliver the objectives of the organisation.

Job title	Legal Counsel	Division/Team	Organisation Services, Legal and Procurement
Contract type	Permanent	Location	London
Date	10/01/2020	Salary/Range	Up to £62,000 per annum depending on experience

Context
You will be acting as the organisation's Legal Counsel, supporting the General Counsel & Company Secretary ("GC & CoSec") in ensuring the smooth running of the organisation's Legal Department for the British Tourist Authority (operating as VisitBritain and VisitEngland).

Main purpose of the role
You will be providing legal advice, support and guidance on law and other legal matters that impacts the organisation in the UK and globally (such as corporate, company and contract legislation). The role will also be working with the General Counsel and Company Secretary to provide impartial advice to both Chairmen, Boards, Chief Executive and Executive Directors to ensure compliance with the Development of Tourism Act 1969, which created the organisation as a statutory corporation.

Resource management and key relationships	
Staff managed¹	0
Budget managed	0
Reports to²	General Counsel & Company Secretary
Key Relationships (and indication of level/nature of interactions)	
General Counsel & Company Secretary, Director of Finance and Organisation Services, Board Members, CEO's Office and DCMS.	

Main Duties	
1	In conjunction with the GC & CoSec, provide legal advice and solutions to problems to the British Tourist Authority (BTA) Board, VisitEngland Advisory Board (VEAB), Executive, and staff, to ensure that exposure to legal risk is mitigated. This can include dispute resolution, advice on intellectual property, contracts, regulatory matters, external private sector partnerships, advertising and competition law.
2	Drafting, monitoring, reviewing and/or amending contracts and legal documents, using the BTA's in house templates. Such documents may include (but not limited to): <ul style="list-style-type: none"> • Standard Terms and Conditions; • Partnership agreements; • Supplier agreements; • NDA's; • Attendance notes/minutes; • Research memos; • Reports;

¹ Please note VisitBritain reserves the right to increase or reduce the number of staff managed according to the needs of the organisation.

² Please note VisitBritain reserves the right to change the line of management according to the needs of the organisation.

	<ul style="list-style-type: none"> • Statements of case; and • Creating and updating legal precedents, policies and other documents as necessary.
3	Monitor and advise on legislative changes and case-law affecting the conduct of the organisation.
4	Dealing with and resolving legal enquiries from across the organisation, including its clients and external stakeholders as required.
5	Provide effective support, leadership and line-management to the organisation's Paralegal Team.
6	In conjunction with the GC & CoSec, support the organisation in its compliance with legislation on Information Security and General Data Protection Regulation (GDPR).
7	Negotiating with suppliers and other partners on a wide range of commercial issues to ensure the efficient and timely implementation and completion of contracts.
8	To provide support when necessary with updating the Corporate Risk Register, Register of Interests, and Register of Gifts & Hospitality. This will also include other duties as required from time to time to ensure all statutory obligations regarding filing/keeping of records is maintained.
9	To deputise for the GC & CoSec and Governance Executive in meetings and governance matters including (but not limited to): <ul style="list-style-type: none"> • Attending and drafting the minutes of meetings of the British Tourist Authority (BTA) Board, VE Advisory Board and relevant Sub-Committees as required. • Providing support as required in drafting sections of the Annual Report relating to Board and nonfinancial governance matters.
10	To work in conjunction with the GC & CoSec in legal matters including (but not limited to): <ul style="list-style-type: none"> • Dealing with information governance law matters, such as, Freedom of Information Requests, Data Protection matters such as Subject Access Requests and Erasure Requests under GDPR/Data Protection Act 2018. • Handling complex complaints from regulators such as the Information Commissioner's Office ("ICO"), the Department for Digital, Culture, Media and Sports ("DCMS") and HM Treasury. • Delivering training on legal and governance matters from time to time.

Person Specification	
Essential knowledge, skills and experience	
	Requirement
1.	Educated to degree level or equivalent
2.	Qualified solicitor or barrister with 1 – 4 years Post Qualification Experience
3.	Company secretarial experience including drafting the Minutes of Board meetings and updating corporate registers including (but not limited to) gift registers and declarations of interests
4.	Demonstrable in-house experience of working in a Legal Advisory capacity.
5.	Specialist knowledge or experience in at least 3 of the following areas of law: <ul style="list-style-type: none"> • Corporate law; • Commercial contracts; • Public procurement; • Data protection and privacy; • Intellectual Property; • Advertising and competition.
6.	Excellent written and verbal communication skills
7.	Excellent analytical skills
8.	Experience of deputising or the line-management of a team
9.	Consistency and accuracy, good personal discipline and the ability to work with a diverse group of individuals
10.	Strong experience in drafting, reviewing and negotiating legal documentation and contracts
11.	Excellent at balancing work loads and prioritisation of tasks

12.	Ability to interpret legal meaning of clauses and articulate this to staff in language easy to understand
13.	Advanced IT skills in relation to Word, PowerPoint, Excel, Microsoft Office
14.	Ability to communicate well at all levels internally and externally
15.	Ability to deliver high quality outcomes under pressure
16.	Good judgment, tact and diplomacy skills
17.	Ability to instruct external lawyers when necessary
18.	Highly motivated self-starter able to work with minimal supervision and direction
19.	Willingness to work as part of a team

Essential personal style and behaviours

	Requirement
1	Ability to be flexible by adapting quickly to changing priorities
2	Ability to work independently and with minimal supervision
3	Strong interpersonal, project management, time management and problem solving skills
4	Strong attention to detail and quality
5	Comfortable with coordinating and collaborating with across all teams to drive required outcomes
6	Open-minded and 'can-do' attitude which embraces change and displays resilience against adversity

Desirable requirements

1	Experience of working in the public sector
2	Experience of working in an In House Legal team
3	Experience of the tourism sector