

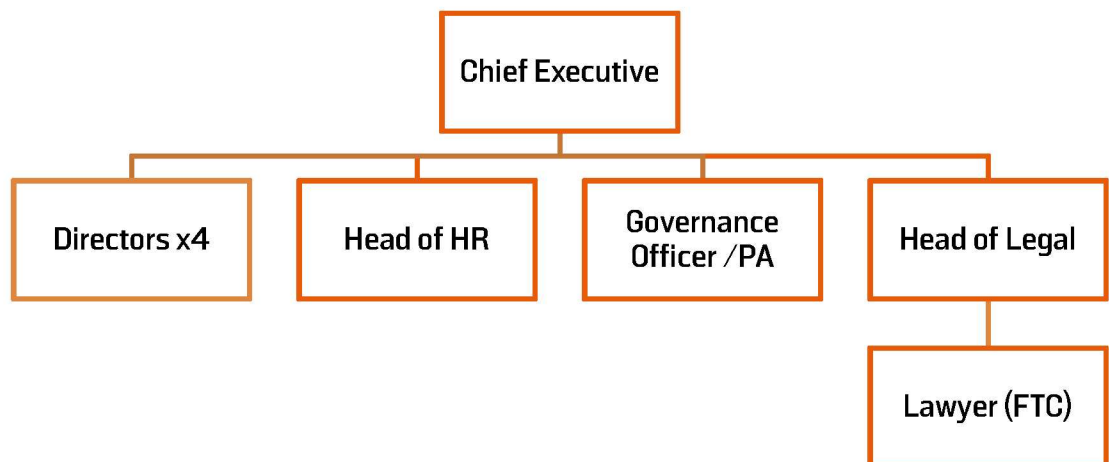
## JOB DESCRIPTION

**Job Title: Head of Legal**

**Job ref: CE01601**

<b>Reports to:</b>	Chief Executive
<b>Responsible for:</b>	Temporary lawyers, paralegals and admin staff (as required)
<b>Location:</b>	Central London
<b>Salary:</b>	£57,111 per annum
<b>Staff Benefits:</b>	25 days' annual leave, contributory pension, life assurance
<b>Hours:</b>	35 hours a week, 9am to 5 pm, Monday to Friday
<b>Conditions:</b>	Fixed term contract for 12 months – Potential for permanent role in the future.
<b>Closing date:</b>	14 <sup>th</sup> January 2019

### Departmental Structure and Position of the Role:



### Key tasks and responsibilities:

#### Purpose of role:

Reporting to the CEO, the Head of Legal will provide advice to the Senior Leadership Team (SLT) and Board of Trustees on how to effectively fulfil Brooke's compliance with its legal and regulatory requirements.

The purpose of the Legal team is to enhance the reputation of Brooke by providing and promoting effective compliance and legal risk management. We shall know if this has been achieved if:

## JOB DESCRIPTION

- We have a great track record for regulatory compliance
- We are seen as a vital service to Brooke in providing practical support and advice on legal and regulatory matters
- Our key stakeholders see us as a valuable asset in developing their understanding and capability to manage legal risk effectively
- We are approached by individuals across all levels of Brooke staff, ensuring they feel confident that they can seek and obtain the legal advice (including ad hoc advice day to day matters) required enabling them to carry out their role confidently and effectively

### Key tasks and responsibilities:

#### Legal

- Act as a first point of contact for all legal issues (except legacies, employment, VHR matters, tax and health & safety) at the Brooke. Advise management on high level and/or complex legal issues, and work together with them to identify risks. See matters through to the finish while advising on commercial, legal and strategic aspects to contract owners, Head of Departments (HoDs), Managers, the SLT and the Board, liaising with the Brooke's external legal advisors on more complex matters as appropriate
- Act as first port of call regarding litigation/legal disputes, advise management and instruct external advisors as appropriate
- Carry a caseload of high-level and/or complex individual legal matters
- Provide advice regarding legal aspects of constitutional matters, appointment and retirement of trustees and other legal aspects of governance matters
- Update staff on changes to the law that are relevant to their work
- Manage the legal aspects of the Brooke's direct grant-making and direct funding processes, in particular maintain and developing its standard grant agreements, supporting programmatic staff with negotiating agreements with grant recipients
- Engage with relevant stakeholders to maintain registers of contracts and trademarks and traffic their completion
- Provide advice on the Brooke's intellectual property protection strategy, including the registration of Brooke trademarks worldwide, liaising with the Brooke's legal advisors as required

#### Compliance

- Advise on matters of legal and regulatory risk and liaise with relevant departments to ensure that where legal risks have been identified, appropriate courses of action have been taken and make recommendations about what interventions should be made to mitigate risk throughout Brooke
- Support the development of policies and procedures that ensure the Brooke fulfils its legal and statutory requirements in all areas of its business
- Manage the legal aspects of the Brooke's overseas expansion activities including ensuring that NGO registrations and other overseas legal and regulatory requirements are complied with and that robust legal risk management procedures are adopted within Brooke branches
- Develop and maintain board approved policy from an internal compliance perspective, ensuring they are consistent with schemes of delegation and schedules of authority.

## JOB DESCRIPTION

- Overseeing the gifts and hospitality register
- Review grant agreements from a legal risk management perspective and ensure they are signed off in accordance with Brooke's schemes of delegations and schedules of authority
- Work with the Financial Accountant so that the Brooke's operations manage tax risk appropriately and make full use of the Brooke's charitable tax exemptions and that accordingly is reflected in the Brooke's contracts and legal documents
- Work with the Head of Information Services and the Director of Finance and Information Services to ensure that Brooke's data protection obligations and those of its suppliers and other parties are accordingly reflected in the Brooke's contracts/legal documents.
- Work with the Fundraising Compliance team to deliver joint, solution-focused feedback to enable stakeholders to deliver compliant projects and communications.
- Maintain a robust high quality framework for the management of legal risk including the development of appropriate review processes and systems
- Support teams in the carrying out of due diligence checks on individuals and organisations with which the Brooke intends to work or be associated

### Development of legal risk management systems

- Devise and deliver (or procure delivery of) training for Brooke staff on aspects of new or changes in legislation that introduce operational risk, reputational risk or failure of compliance
- Prepare, review and modify standard contract templates and standard terms of business to assist and support various business activities

### Budgetary and procurement

- Manage and monitor the outsourcing of legal services and the Brooke's relationships with its legal advisers (with the exception of employment and legacy advisers) acting as the lead client contact for external lawyers
- Obtain pro bono legal services when it is appropriate to do so. Maintain record of value of pro bono advice received
- Ensure that externally purchased legal services are of high quality and deliver value for money for the Brooke
- Prepare, monitor, manage and report on team legal budget

### Other

- Attend Board, Committee and Senior Leadership Team meetings as required by the CEO
- Collaborate and communicate effectively with the Governance Officer
- Maintain independence, integrity and autonomy of action
- Represent the Brooke at sector network groups such as Lawyers in Charities
- Working together with the Governance Officer, promote to the rest of the organization its work and its achievements as appropriate
- Represent the Legal team at the Heads of Department meetings, providing input into the discussions and feedback back to the team as necessary
- Oversee appropriate use of the relevant areas of Brooke intranet (IMS) and other tools to

## JOB DESCRIPTION

ensure that precedents, legal risk management tools and other relevant information is communicated to the organisation

### General

- Act in accordance with and promote Brooke's values
- Follow Brooke's equal opportunities statement which aims to clarify the value we place on diversity and steps we take to promote equality of opportunity for all.
- Perform such additional tasks as may reasonably be requested from time to time by the Line Manager.

Brooke Competencies	Skills & Abilities
<b>Self-Management</b>	Taking responsibility for own actions, behaviours and outcomes
<b>Learning</b>	Taking responsibility for own learning and fostering growth and development in others
<b>Relationship Building</b>	Creating and maintaining harmonious and constructive working relationships with others internally and/or externally
<b>Planning and Organising</b>	Ensuring that time and resources are utilised to best effect for the achievement of the Brooke's goals and our mission and that others are committed to agreed courses of action
<b>Effective Decision Making</b>	Making clear, informed and timely decisions that lead to effective outcomes in line with the Brooke's mission.
<b>Change and Improvement</b>	Seeking out and developing new ideas and approaches, responding positively and constructively to change and fostering a culture of continuous improvement
<b>Collaboration and Cooperation</b>	Working respectfully, effectively and collaboratively with others in your team, across the organisation and externally to deliver effective outcomes
<b>Communication &amp; Influence</b>	Communicating clearly, concisely and compellingly in a manner that is appropriate to the audience. Engaging respectfully with others both internally and/or externally



## JOB DESCRIPTION

	to persuade them to adopt courses of action that are in the best interests of the organisation and the animals.
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### Person Specification

*The skills, abilities, experience and knowledge outlined below provide a summary of what is required to carry out this job effectively. They also form the selection criteria on which the decision on who to appoint will be made. Please ensure that you show how you meet the criteria outlined below in your application.*

Knowledge and experience		Essential	Desirable
1	Holds degree level qualification or equivalent vocational experience	x	
2	Qualified solicitor with demonstrable post-qualification experience with a current practicing certificate	x	
3	A solid track record of providing proactive, expert, timely, commercial and authoritative legal advice to support to leaders and key decision-makers at all levels with the ability to balance risk against practical constraints.	x	
4	Charity in-house generalist with strong understanding of charity law, and regulatory requirements, fundraising law, corporate/commercial agreements and grant agreement good understanding of IP and data protection law.	x	
5	Experience of the procurement/commissioning of external legal advice and associated services and the interpretation of such advice to aid internal decision-making	x	
6	A solid track record of developing and embedding best practice, innovation and continuous improvement in the delivery of services and the development of a continuous improvement culture	x	
7	Experience of working within a similar role within a charity, ideally an international charity		x

## JOB DESCRIPTION

<b>8</b>	Honesty, integrity and sound personal judgement with excellent advocacy skills and negotiation skills	<b>x</b>	
<b>9</b>	Successful experience of working as part of a team with excellent communication skills and a positive approach to work.	<b>x</b>	
<b>10</b>	Excellent written and oral communication skills with the ability to present complex problems clearly to stakeholders of all levels and remain composed under pressure.	<b>x</b>	

## JOB DESCRIPTION

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*This job description is a written statement of the key aspects of the above job. This document details the main responsibilities, tasks and includes a note of the skills, knowledge and experience required for a satisfactory level of performance. A job description is not intended to be an exhaustive account of all aspects of the duties involved*

### Employee benefits:

If you would like to know more about our employee benefits, please visit:

<http://www.thebrooke.org/jobs/employee-benefits>

If you wish to get in touch with us, please contact HR at [recruit@thebrooke.org](mailto:recruit@thebrooke.org)