



Role profile

Job title	Commercial Contracts Solicitor/Legal Exec/Lawyer
Reporting to	Head of Central Operations
Duration	Fixed Term 12 months Maternity Cover
Salary	£50k

Role family	Management responsibility:
Finance	Does this role have management responsibility for others? No

Overall purpose of role

- Draft, review and advise on a wide range of commercial contracts and agreements so that ICAEW's commercial interests are protected and legal risk minimised.
- Solve complex contractual problems and seek solutions that support business strategy.
- Lead on the resolution of internal/external legal queries and liaise with external legal advisors when required.
- Support the organisation with contractual arrangements that require variation to comply with new legislation and regulation.
- Act as a trusted legal resource to colleagues by demonstrating a strong understanding of commercial contract, IP and Data Protection law as well as having a good commercial mind-set and pragmatic approach.

Main responsibilities of role

- Reviewing, drafting and advising on a range of supply and service contracts including , software, IP, data protection agreements and standard terms.
- Help to create, update and maintain a suite of legal templates and clause banks
- Independently support internal stakeholders with contract creation, drafting, review and advice.
- Work collaboratively and in an agile manner with teams throughout the organisation to advocate and support the proper scrutiny and due diligence of contracts and act a resource to internal teams, supporting less experienced staff .
- Work with colleagues within the Central Operations department to ensure contracts go through a coordinated and timely internal review process with the required stakeholders.
- Maintain effective record keeping and recording of key decisions and precedents for future reference.
- Assist with ad hoc contract queries, working as a business enabler to find pragmatic solutions and manage legal risk
- Where required, effectively brief and lead external legal advisors on complex or challenging contractual matters.
- Advise contract owners of any issues and risks within contracts and help find pragmatic, manageable and risk-based appropriate solutions which help deliver on the objectives of the business.
- Communicate and delivering best practice in the area of good contract management.
- Act a single point of contract providing end to end service in the resolution of queries.

ICAEW values – all staff are expected to work to these values

The 3 i's – Initiative Insight and Integrity

The 3 i's are the values that drive our attitude and approach to working at ICAEW, along with our ways of working being agile, collaborative and innovative.

Initiative

- Actively collaborating to identify needs and look for innovative solutions.
- Bring together different groups and communities to work together.
- Empowering people to be agile, so they can take ownership and harness the collective efforts of ICAEW in a flexible and responsive way.

Insight

- Actively gathering insights to develop innovative and considered thought.
- Collaborating with our networks to voice different perspectives and insights internally and externally to stimulate discussion and debate.
- Being agile in finding new and timely ways to provide understanding and insight to our members, organisations and government

Integrity

- Acting with transparency, consistency and openness as Integrity underpins all activity we undertake.
- Standing by your principles to adhere to the highest professional standards even when facing adversity.
- Doing the right thing, even when no one is looking.

Role specific technical skills

Please list any technical (non-behavioural) competencies which apply to the role.

- Legal qualification with relevant practical commercial contract drafting experience.
- 2 years practical experience (PQE) in contract drafting and review .
- An in-depth knowledge of commercial contract law.
- Working knowledge and experience of privacy law, copyright and trademark law in the content of commercial contracts.
- Experience working in house or in a secondment role would be preferable.
- Excellent interpersonal skills and internal customer support/service.
- Excellent communication and influencing skills at all levels in an organisation.
- Pragmatic approach to identifying solutions in the interests of ICAEW.
- Managing busy workload and conflicting priorities.