

## Job description

<b>Job title:</b>	In-house Counsel
<b>Location:</b>	Flexible (Head Office and working from home)
<b>Salary:</b>	Grade 5, Point 39 + ILW or Home-working allowance
<b>Hours:</b>	37 hours per week
<b>Reporting to:</b>	General Counsel & Director of Systems

## Main Responsibilities:

1. Legal - to support the HR team on complex employment law issues including TUPE.
2. Legal - first line legal advice on commercial contracts.
3. External Solicitors - to support the General Counsel & Director of Systems in procuring and managing external solicitors and counsel.
4. Policies - to support the HR team and General Counsel & Director of Systems on the updating and monitoring of Family Action policies.
5. Risk Management - to support the General Counsel & Director of Systems for business continuity, health & safety management and data protection (including working closely with the Data Protection Officer when needed), to help ensure all organisational risks are identified, prioritised and managed.
6. Ad hoc legal matters - to be willing to support the General Counsel & Director of Systems and Family Action services in other areas of law including data protection, contracts, M&A, procurement, corporate, fundraising and IP.
7. Facilities - to support the Facilities team oversee the management of and review leases, licences and other property contracts for Family Action sites across the country.
8. Training - to deliver appropriate training for risk management including employment law, governance and data protection.
9. Values and behaviours - model and promote the Family Action values and leadership behaviours of people focus, can do attitude, excellence and mutual respect at all times.
10. Safeguarding - ensure you have an understanding of, and comply with Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults.
11. Ensure the implementation of Family Action's Diversity & Equality Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users and other members of the community.
12. Comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.

13. Work flexibly as may be required by the needs of the role and carry out any other reasonable duties as required.

### Person Specification

1. Practising solicitor, with considerable experience of employment law.
2. Extensive experience of project management.
3. Demonstrated understanding of data protection and organisational compliance.
4. Understanding of charity law is desirable.
5. Leadership experience and style in line with the Family Action values and leadership behaviours.
6. Excellent interpersonal skills with the ability to operate and communicate effectively at all levels of the organisation including the Executive Group.
7. Ability to contribute to strategic reviews and decision making in relation to complex and sensitive matters.
8. Ability to analyse complex issues and data analytically in order to make sound objective judgements, and to explain them clearly to others.
9. Ability to work flexibly and creatively in a busy environment and to prioritise work to meet the needs of internal customers whilst maintaining appropriate professional standards.
10. Experience of facilitating training on risk management including employment law, governance and data protection to improve leadership capacity across the organisation.
11. Computer literacy including competency in the Microsoft Office suite of products.
12. Respect and reflect Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
  - a) Being **people** focused
  - b) Reflecting a '**can do**' approach
  - c) Striving for **excellence** in everything we do
  - d) Having **mutual respect** for everyone we work with, work for and support through our services