

Interim General Counsel

Full Time, Sole in-house lawyer, Maternity Cover, 9 month FTC (or day rate Consultancy Agreement)

Reporting line: The interim will report to the HR Director on a day to day basis and directly to the Chairman of the Board.

Direct reports: No direct reports although will need to manage external legal advisers as appropriate.

Based: Westminster, London. This role supports all BIT locations (London, Manchester, New York, Australia, NZ and Singapore) and BIT Ventures with considerable diversity of contracting arrangements which may cover other overseas jurisdictions e.g. Mexico, UAE

The Behavioural Insights Team

The then Prime Minister created BIT in 2010 to apply behavioural science to public policy in the UK. In February 2014 we became a social purpose company, owned by the Cabinet Office, Nesta (an innovation charity) and our employees.

The Behavioural Insights Team works with governments around the world in almost every area of policy. Whilst the subject and output of our projects varies considerably, there are common threads: we try to understand the contexts in which people make decisions; we notice small details; we find out what has and hasn't worked before; we come up with innovative ideas for solving policy problems and we measure everything we do as robustly as we can.

Key purpose, responsibilities and accountabilities of the role

The General Counsel is the sole in-house lawyer supporting the BIT Group of Companies. In order to be successful the candidate must be comfortable taking pragmatic and commercial day to day decisions on a wide range of areas. You will know when to engage external support and be able to use your judgement and experience to weigh up risks and provide a view to the executive team and/or the Board. BIT employs around 100 staff in the UK with another 30 throughout our overseas offices.

Working at pace and the ability to constantly respond and prioritise work are key skills. There is never a dull moment! Flexibility will also be key, as you will need to engage with colleagues in Australia, NZ, Singapore and the USA on a frequent basis.

- ◆ **LEGAL:** Responsible for leading and delivering legal support to all areas of the BIT business on a global basis. You will seek external support, where required, but this will be the exception and not the norm. The key elements are comprised of:
 - contractual negotiations and management;

- third party outsourcing contracts e.g. external legal suppliers, IT suppliers and consultants etc;
 - managing any disputes and litigation (customer and supplier);
 - employment – contracts, employee handbooks and policies, disciplinary issues and disputes;
 - protection of IP portfolio and advise on any issues relating to copyright, trademarks and web domain use;
 - corporate law to manage BIT corporate governance requirements and support of BI Ventures (e.g. drafting of term sheets); and
 - incentives law and trust law to manage BIT’s Employee benefits Trust (EBT) and shadow equity and option scheme.
- ◆ **BIDS AND PROPOSALS:** Advising on and reviewing tender documentation (RFPs) received from prospective customers and reviewing from the legal perspective responses to such tenders and (where applicable) providing advice on public procurement and contracting strategy and structuring options (e.g. subcontracting arrangements).
- ◆ **REGULATORY COMPLIANCE:** Responsible for ensuring satisfactory compliance with all of BIT’s regulatory requirements, specifically all company law filings.
- ◆ **COMPANY SECRETARY:**
- The secretariat function will primarily be covered by the HR Director, who also attends the Board.** However, you may need to provide advice, in particular on:
- Advising the Board on governance and company law issues;
 - Advising on questions of fact and interpretation arising from the shareholders’ agreement and obtaining shareholder consent for reserved matters; and
 - Managing the provision of company secretarial administration for BIT and its subsidiary bodies and branches.
- ◆ **DATA PROTECTION:** Responsibility for all elements of data protection compliance including overseeing data security requirements, liaising with the Information Commissioners Office (ICO), sharing of personal data (employees and customers and trial partners), data protection education and managing data incidents.
- ◆ **RISK MANAGEMENT:** Supporting on the risk management function. Advising BIT and the FD on the risks, including litigation, of possible business decisions and offering advice on how to best manage those risks.

- ◆ **MANAGING EXTERNAL COUNSEL:** Ensure delivery of a cost-effective Legal and Compliance strategy with minimal input required from external counsel and manage external counsel and budgets when engaged.
- ◆ **INTERNATIONAL OPERATIONS SET- UP AND SUPPORT:** Provision of legal and compliance support on establishment and ongoing operation of international offices.
- ◆ **COMMUNICATIONS:** Partner with BIT's communications team to ensure that public statements made on behalf of BIT or any publications by the media are accurate, represent BIT's mission, enhance and/or protect BIT's public image and minimise legal exposure. Provide advice and assistance on any FOIA requests that come from BIT's public sector clients.

Person Specification

- ◆ A qualified lawyer with a minimum of 6-8 years post qualification experience (PQE) and ideally an individual with in-house experience.
- ◆ Experience in the commercial sector of managing/supporting corporate and commercial transactions, procurement and contracting processes, bid management and shareholder agreements/issue of options. This could be gained within a private practice and/or in house.
- ◆ Ideally, knowledge and understanding of the operation of government contracts and procurement processes, which may have been gained through experience within the public sector or through working on government contracts within the commercial sector.
- ◆ Experience of working across a range of jurisdictions and the ability to identify key areas where commercial/contracting issues might arise and to plan appropriate strategies.
- ◆ Knowledge and understanding of a wide range of legislation including freedom of information, data protection, contract/company law including the ability to source further research and expertise when required.
- ◆ A high level of innovative thinking and judgement to adapt to new demands where there may be no precedents, deal with complex/unusual business approaches, make quick risk assessments and determine the most appropriate course of action to take.
- ◆ Strong influencing and negotiating skills used internally and externally with the ability to build relationships at all levels and work with the business to achieve its aims.
- ◆ Strong organisation, project management and planning skills to manage high workloads and competing priorities.

- ◆ A very high level of flexibility and resilience to meet the needs of a growing organisation with ever more complex commercial arrangements.
- ◆ The ability to work autonomously with minimal direction and technical input – being the lead expert for all legal/contracting/procurement and governance issues.

Remuneration

Remuneration will be generous but in line with quasi-public sector organisations. We are happy to consider either a fixed-term contract or a day rate arrangement for this short-term contract. For a fixed term contract a flexible benefits scheme of £1,100 p.a. and company pension scheme 7% paid by the employer and 4% by the employee is applicable.

How to apply: To apply please send your CV together with a cover letter of no more than 2 sides of A4 to hannah.keating@bi.team. This should:

- Outline how you meet the essential criteria for the role;
- Confirm you are immediately available; and
- Salary / rate expectations

We are looking for someone for an immediate start. **Please do not apply if you are not immediately available.**

Close of Applications: 13th November 2017 9am GMT

Interviews and assessment tasks: 16th November 2017

Start date: no later than 4th December 2017

Please note:

- ◆ If you do not already hold the right to work in the UK and/or require sponsorship in order to continue working here, you should think carefully before applying. This is because we will be unable to sponsor you unless there is no other suitably qualified settled worker available to fill the role or your current immigration status means that the resident labour market test will not apply in your case.

The Behavioural Insights Team is committed to a policy of Equal Employment Opportunity and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.