



Job description

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| Role title: | Legal Counsel (Commercial) | | Version number: | 1 |
| Reports to: | Head of Legal (Commercial) | Directorate: | Legal | |
| GGs: | 12/13 | Location: | Reading | |
| Organisation structure & department profile: | The Commercial Lawyers in the Legal Department are responsible for supporting MBNL's commercial and procurement activities. | | | |
| Created by: | Director: | Romny Gray | Date: | 9/5/2018 |
| | HR Partner: | | Date: | |

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| Role purpose: | <p>Background to Role – The MBNL business as a whole, and the Commercial Legal function as a result, is experiencing a high volume of transactional activity which will continue for the foreseeable future.</p> <p>Role Purpose - The Legal Dept needs an additional commercial legal counsel to deliver the legal advice and contractual review / drafting / negotiation needed to support this pipeline of commercial / procurement activities.</p> <p>The role holder will be responsible for:</p> <ul style="list-style-type: none"> • Advising on the shape, structure and set up of commercial / procurement contracts • Advising on, drafting and negotiating the necessary documentation • Collaborating closely with internal clients and members of the shareholder legal teams to get contracts closed, including where needed, with the relevant shareholder approvals • Working closely with internal clients and stakeholders to ensure timely updates, escalations of issues and identification of risks to relevant business, legal and executive leads • Engaging with suppliers • Managing external counsel, both in terms of managing resources and quality assuring outputs • Providing trusted and proactive legal expertise, both verbally and in writing, which is pragmatic rather than purist • Demonstrating skilled, confident, hands-on contractual drafting and negotiation |
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| Key Responsibilities & Accountabilities: (In priority order) | <p>Legal Advice- Provide pragmatic, prudent and consistent advice to internal clients and shareholders.</p> <p>Embedding change - Engage cross-functionally, with the Commercial and Procurement teams, shareholders and suppliers to complete transactions.</p> <p>Support - Provide support to internal clients to close their contracts and to act as an escalation point and trusted sounding board when issues are encountered.</p> <p>Continous improvement - Introduce innovation into the process which could have a positive and useful impact, enhance delivery and assist the organisation to meet its business objectives and goals.</p> <p>Cross functional working - Support internal and external stakeholders in the Commercial, Procurement, Facilities, IT, Deployment, Operations and Transmission functions.</p> | |
| Key Challenges: (in priority order) | <p>Being prepared to be a disruptive force to effect positive transformational business change. Orchastrate effective end to end processes to deliver the right outcomes.</p> <p>Giving clear, concise, decisive legal advice to the business in a timely manner.</p> <p>Introducing effective change through MBNL Legal and Procurement processes and supplier practices.</p> <p>Eliminate avoidable delay, take ownership for delivery of one's own case load and ensure that appropriate action is taken and where necessary, escalation is taken in a timely, cost effective manner.</p> | |
| People Management: | Line Manager? | no |
| | Virtual (project) Manager of people? | no |
| | Responsible for: allocation of work (task based) setting direction (objective based) performance management recruitment absence management | no |
| | No of direct reports: | None |
| | Overall team size (headcount): | |



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| Other People Mgt comments: | | | |
| Financial: | Budget manager | no | |
| | OPEX responsibility | £ | direct / indirect / n/a |
| | CAPEX responsibility | £ | direct / indirect / n/a |
| | P&L responsibility | £ | direct / indirect / n/a |
| Other Financial Impact comments: | | | |
| Key Relationships: (level, nature & purpose) | <p>within own function:</p> <ul style="list-style-type: none"> Regular interface with Legal Counsel, Head of Legal, General Counsel and with all levels within the LegalTeam; Assisting in workshops and meetings; Assisting to formulate strategic approaches; and Helping with the delivery of appropriate training. <p>across other function:</p> <ul style="list-style-type: none"> Working cross-functionally, particularly with colleagues in Commercial and Procurement. <p>external suppliers:</p> <p>Giving advice to and liaising with the following groups:</p> <ul style="list-style-type: none"> Shareholder teams; Suppliers; External lawyers <p>external customers:</p> <ul style="list-style-type: none"> Ensuring that shareholder legal teams are appropriately engaged, consulted and informed. | | |
| | <p>Other key relationship comments:</p> <ul style="list-style-type: none"> The role may also require the building of relationships outside of the business with suppliers and other stakeholders. Close liaison with MBNL external lawyers. | | |
| Key MBNL behaviours | <p>Shine: Be an ambassador for MBNL. Be courageous, resourceful and resilient. Grow and stretch yourself. Rise to the challenge and take charge.</p> <p>Collaborate: Be positive. Actively seek others out and build effective relationships. Have open, honest and transparent conversations</p> <p>Deliver: Create a plan, regularly review and measure against that plan. Have a can-do attitude. Learn from your experience</p> | | |



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| | Lead: Create, innovate and inspire. Challenge the norm and bring people on the journey. Be professional and exhibit trustworthiness, integrity and ethics. | |
| Critical Knowledge & Experience (non time related): | professional / technical | |
| | 2-5 years PQE in commercial contract work | |
| | Membership of the Law Society of England and Wales or the Bar Council. | |
| | must have: | <ul style="list-style-type: none"> • Material commercial law practice and knowledge • Enjoyment of drafting and negotiating commercial contracts / making deals happen |
| | nice to have: | <ul style="list-style-type: none"> • In-house experience • Joint Venture experience / experience of interacting with shareholders • Operating autonomously • Interest in the Telecoms sector |
| | business / context | |
| Have worked in an fast paced legal environment, with a high volume of activity to manage and deadlines to meet | | |
| | must have: | <ul style="list-style-type: none"> • Experience of and the skills (particularly highly organised and systematic ways of working) to thrive in a fast paced and at times pressured environment with tight deadlines • Willingness to learn about / hands-on experience of using technology to assist with contract management • Resilience, professionalism and a can-do attitude to thrive in a pressured environment and/or an environment of constant change / process improvement |
| | nice to have: | <ul style="list-style-type: none"> • Qualifications and / or related experience relating to Procurement / Project Management • . |
| Any other comments: | The successful candidate is likely to be able to demonstrate having worked in a business sector / environment or with business clients where there has been continuous change / transformation and/ or where processes / procedures / policies may not yet have been created / socialised / cemented | |

