

Job title: Legal Counsel

Reports to: Head of Legal & Governance and Company Secretary

Job purpose

As a qualified legal professional this role supports the Head of Legal and Governance providing legal advice across the organisation.

Scope of job

- ◆ Draft any amendments to the market codes and review all other drafts to the market code to ensure legal compliance.
- ◆ Understand the construct of the market codes and how it fits together.
- ◆ Provide day-to-day legal support and guidance on various internal matters within the organisation, across areas such as employment law, data protection and competition law.
- ◆ Reviewing, amending and negotiating commercial contracts with suppliers and partners.
- ◆ Conducting legal research when required.
- ◆ Review and recommend changes to policies and procedures as and when required.
- ◆ Keep up to date with legislative issues that may impact the organisation.
- ◆ Ensure that all board paperwork is produced for all Board meetings and providing general support within the Company Secretariat function.

- ◆ Working specifically with market analysts advising and directing on policy and best practice.
- ◆ Provide legal support to any litigation as and when required.
- ◆ Be an advocate for good governance across the organisation.

Key accountabilities (operational, financial and people)

- ◆ Reporting to Head of Legal and Governance
- ◆ This role works with a number of internal stakeholders: Heads of Function, Managers and Market Development Analysts.

Personal profile

Knowledge

- ◆ An understanding of the water industry or the wider utilities market and its legislation is desirable, but not essential.

Skills

- ◆ Solid communication and influencing skills.
- ◆ Commercial in approach, understanding the impact of legal issues or solutions on the operational activities of the business
- ◆ Expertise in reviewing and drafting commercial contracts
- ◆ Excellent attention to detail is essential

Experience

- ◆ Previous experience for working in a legal function within a fast paced organisation in an in-house legal team is preferred but not essential.

Education/qualifications

- ◆ Qualified as a lawyer with 0-5 years PQE

Approved by: Andrew Johnson (Head of Legal and Governance and Company Secretary) Date: 31 March 2022