



# Job description

## Associate Legal Counsel

July 2020

### Company context

#### INTO's mission:

***Through innovative partnerships with leading universities we expand opportunities for higher education, ensuring success and transforming the lives of our students and staff.***

Across the world, there is increasing demand for top quality higher education, with more and more students demanding access to provision beyond their home country. INTO partners with universities in three continents to address this global demand and help transform their international capacity and performance. Since 2006, we have successfully launched partnerships with 22 universities in Europe, North America and Asia. We have enrolled over 67,000 students from 166 countries and now have about 1700 employees, based round the world.

Our website <http://www.intoglobal.com/> has details of how we are organised and our outstanding achievements so far.

### Role context

We are looking to recruit a commercial lawyer with 2 to 5 years PQE to work alongside our Legal Counsel (levels of PQE outside these will also be considered)

### Reporting line

The role reports to the Legal Counsel.

### Job purpose

This role will work with the Legal Counsel to provide a high-quality service to the company's UK business. The role will involve providing essential legal support and day-to-day advice across the UK operations and being responsible for a diverse range of commercial, corporate, data protection and legal compliance projects.

This role is an excellent opportunity to join a dynamic and thriving company with an early exposure to responsibility. The breadth of work offered means there will be opportunities for the successful candidate to get a broad range of experience supporting a wide variety of projects.

IUP 2 LLP  
ONE GLOUCESTER PLACE  
BRIGHTON, EAST SUSSEX  
BN1 4AA, UK

T +44 [0]1273 665200  
F +44 [0]1273 679422  
E [corporate@intoglobal.com](mailto:corporate@intoglobal.com)  
W [intoglobal.com](http://intoglobal.com)

## Key accountabilities and duties

### Role and responsibilities

- Drafting, reviewing and negotiating a wide variety of commercial contracts and general terms and conditions
- Dealing with, and advising on, day to day data protection queries
- Proactively identifying legal risks to the business and assist in developing strategies and internal documents to mitigate risk
- Provide training on legal and compliance matters to non-legal functions
- Ability to work on multiple demanding projects at any one time
- Candidates must be technically excellent and commercially aware
- They will be team players with a can-do attitude and an ability to 'think outside the box' and develop innovative solutions
- They will also have a strong academic background and excellent communication and organisational skills

**The job title does not define or limit your duties and you may be required to carry out other work within your abilities from time to time at our request. We reserve the right to introduce changes in line with technological developments which may impact upon your job duties or methods of working.**

## Location

Our offices are based in Brighton. Ideally this role will be based in our Brighton office, but we will consider remote working in the right candidate is based in a different geographical location. However, the successful candidate must be able to travel to the Brighton office as required and at least twice per month. Travel within the UK and abroad may be necessary and flexibility is required to meet the demands of the post, including occasional weekend working. The post holder may be reasonably required to work from any INTO or partner location at any time.

## Safeguarding

As part of our safeguarding procedures, applicants are asked to note that:

- references will be followed up;
- all gaps in CVs must be explained satisfactorily;
- proof of identity and (where applicable) qualifications will be required;
- reference requests will ask specifically whether there is any reason that they should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18;
- appropriate suitability checks will be required prior to confirmation of appointment.

**This role may meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. If so, all applicants who are offered employment will be subject to a Disclosure and Barring Service check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.**

Please see the next page for person specification...

## Person specification

	Essential	Desirable
<b>Legal status</b>	<ul style="list-style-type: none"> <li>• Right to work in the UK</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Education/ qualifications</b>	<ul style="list-style-type: none"> <li>• UK qualified solicitor at minimum PQE+2 level</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Experience/skills</b>	<ul style="list-style-type: none"> <li>• Experience in a commercial legal department in drafting, negotiating and advising clients on a wide range of commercial contracts</li> <li>• A good understanding of data protection law</li> <li>• Ability to work independently and have confidence to advise and liaise at all levels of seniority within the business</li> <li>• Ability to prepare legal drafting without supervision</li> <li>• A strong communicator who is able to engage and build relationships with colleagues within the business</li> <li>• Problem-solving skills, including working without established precedent or procedure</li> <li>• Ability to manage multiple projects at any one time</li> <li>• Willingness to learn, work hard and to become a key contributor to the business</li> <li>• Must be a team player</li> <li>• Enthusiastic about developing knowledge of the education sector</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working in-house</li> <li>• Previous experience of working in and/or knowledge of the education sector</li> </ul>