



Job description

Associate Legal Counsel

September 2021

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.

INTO University Partnerships is an independent organisation committed to expanding higher education and career opportunities for students across the globe.

We believe in the power of education to transform lives. We believe that movement of students leads to movement of ideas, which in turn creates better and more successful societies.

We connect students seeking quality international education with leading universities worldwide aspiring to widen their global reach and impact. Achieving the best learning experience and career prospects for students is central to our mission.

Since our inception in 2005, INTO has pioneered innovation in international education and created groundbreaking partnerships with 30 universities in the US and UK. We have so far helped more than 130,000 students from 190 countries realise their dream of achieving a degree from a world-class university. We also equip students to get a head start in building a career. We do this by offering exceptional academic and employability skills programmes.

We are active in over 120 countries and provide unrivalled personalised service to international students with more than 1,500 experienced staff worldwide and a global network of 2,000 recruitment partners.

Our websites have details of how we are organised and our outstanding achievements so far:

www.intostudy.com

www.intofuture.com

www.intoglobal.com

www.into-giving.com

Role context

We are looking for a commercial lawyer to cover a maternity leave. The position will work alongside our VP, Head of Legal UK.

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Reporting line

The role reports to the VP, Head of Legal UK.

Job purpose

This role will work with the VP, Head of Legal UK 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.

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

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