

## **Vacancy: Senior Legal Counsel**

### **Overview**

For over 500 years, we've been a constant in London's ever-changing landscape, at the leading edge of health. We're looking for an adept Senior Legal Counsel to work closely with our team focused on creating and advising on innovative partnerships to reduce health inequity in Lambeth, Southwark and beyond, advising on a variety of legal issues and negotiating agreements with our partners. This role is vital to delivering on our ambitious goals by providing invaluable assistance to colleagues across the Foundation as a whole.

As an independent foundation, we invest, partner, engage and influence to come at big health challenges from all angles. We work with our communities, partners and hospitals, and use our assets to transform lives. In this role, you will join the Foundation's legal and governance team to assist our work in making an impact across all these areas, including with Guy's and St Thomas' NHS Foundation Trust and empowering your colleagues to improve health.

You will be working with a dynamic and highly motivated team at a time when supporting the NHS and other health focused initiatives are never more important. You'll be the first port of call for colleagues putting together new contracts documenting our leading health partnerships, work with the Foundation's legal and governance team in providing legal advice and guidance for the Foundation's innovative impact-led programmes and activities and our work with Guy's and St Thomas' NHS Foundation Trust, as well as assisting with varied internal governance and compliance matters. We are looking for an approachable self-starter who works well in a team, with a keen interest in developing their skills and experience, particularly around commercial contracts, grant documentation and partnership documentation.

### **About us**

At Guy's & St Thomas' Foundation, our mission is clear - to build the foundations of a healthier society.

As part of our team, you will work alongside talented people from a mix of personal and professional backgrounds. We are a Living Wage employer and support flexible working, part-time roles and job shares. Though our ambitions are serious, this is a friendly place to work with

lots of opportunities to meet and socialise with colleagues. We believe there is immense power in diversity and aim to recruit and nurture talent who think and act differently.

There is more information about [working with us](#) on our website, where you can read about:

- how we approach recruitment
- our team, culture and values
- the benefits of working with us
- and our approach to diversity, equity & inclusion, health & wellbeing, and learning & development

## Job description

The opportunity	
<b>Job title:</b>	Senior Legal Counsel
<b>Salary:</b>	£68,000 - £73,000
<b>Contract type:</b>	Permanent
<b>Reporting to:</b>	Legal Director and Company Secretary
<b>The team:</b>	The Legal and Governance team sits within the Operations directorate at the Foundation. We are a small, agile unit, looking to turn our hands at anything that comes our way to assist the organisation and our colleagues to achieve our charitable mission. As a team, our work covers a broad spectrum of legal and governance matters, from commercial contracts and grant agreements, to advising on intellectual property, charity law requirements around restricted funds, fundraising, campaigning and political activity through to commissioning and collating Board and committee meeting materials and company secretarial duties. This role is key to the development of our team and the work we do across the Foundation.
<b>Key responsibilities</b>	<p>Charitable partnerships (Impact on Urban Health)</p> <ul style="list-style-type: none"> <li>• Identify relevant legal and compliance considerations on projects and activities within the IoUH team and work with the IoUH to put in place appropriate mechanisms or policies to manage issues that are identified.</li> <li>• Structure and assist colleagues with drafting and negotiate agreements for a wide variety of charitable partnerships, including commercial contracts, grants, IP licenses, novel investment models, revenue-sharing arrangements and data agreements.</li> <li>• Act as a thought partner with the team to advise on the structuring, legal risks and strategic implications of partnerships and future opportunities.</li> <li>• Maintain and appropriately file correspondence and documentation relating to commercial contracts.</li> </ul> <p>Grants administration (Programmatic, Trust Engagement and Special fund grants)</p>

- Advise colleagues, alongside the Grants Operations team, on the drafting and execution of grant agreements, including tailoring agreements for individuals, unincorporated groups and commercial entities and advising on IP ownership and commercialisation, indemnities, on-funding obligations and other queries.

#### Procedure and policy efficiencies

- Draft, maintain and update our internal guidelines, policies and standard-form documents.
- Create policy and process efficiencies.
- Act as deputy data protection lead, supporting the primary data protection lead through providing training to colleagues and ensuring Foundation's mandated practice is understood and followed.

#### Tailored partnerships

- Consider legal considerations, and appropriate processes, for working with certain partners (e.g., regulatory, private gain, data protection, policy), including advising on due diligence procedures and tailoring our standard form templates.
- Work with cross-functional stakeholders on longer-term projects to change our partnership models to cede power to the communities we work with, whilst balancing this against our charity law obligations.

#### Cross-functional work

- Work with cross-functional stakeholders, including communications, policy and influencing, evaluation and the Executive Team to advise on cross-team collaboration, opportunities, issues and risks relating to our charitable partnerships.
- Assist teams such as property, endowment and HR on their legal needs, including drafting, negotiating and agreeing documents and being the first port-of-call for a variety of legal issues.
- Lead on specific projects for either individual directorates or cross-directorate projects.
- Act as business partner to the fundraising team on a variety of issues, including advising and supporting them with drafting, negotiating and advising on a wide-range of fundraising agreements.
- Act as business partner to the Endowment team, ensuring they have the legal support required for the smooth running of their activities.

#### Governance and legal

- Act as Company Secretary for the Foundation's three subsidiary companies.
- Work with the Foundation's Legal Director & Company Secretary in advising colleagues on legal and governance matters.
- Undertake research into specific legal issues or matters of best practice and provide training to legal team colleagues on these issues
- Identify need for, organise and run training sessions on key legal and compliance issues to Foundation staff.
- Deputise for the Legal Director when required.

#### Line Management

- Line manage the team's paralegal, supervising them and supporting their development.

# Person specification

What we're looking for	
<b>Skills and experience:</b>	<ul style="list-style-type: none"> <li>- Experience in drafting and reviewing commercial contracts (Essential)</li> <li>- Experience in drafting and reviewing grant agreements (Desirable)</li> <li>- Legal research skills (Essential)</li> <li>- Preparation of guidance notes and training materials (Essential)</li> <li>- Experience using the Microsoft Office suite (Essential)</li> </ul>
<b>Knowledge and qualifications:</b>	<ul style="list-style-type: none"> <li>- Sound knowledge of the law of England and Wales (Essential)</li> <li>- Familiarity with commercial contracts and contract law (Essential)</li> <li>- Familiarity with the charity sector and charity law (Essential)</li> <li>- Some familiarity with health/social care/voluntary sector technical language and organisations (Desirable)</li> <li>- Some familiarity with basic financial and grants related terms and concepts (Desirable)</li> </ul>
<b>Abilities and attributes:</b>	<ul style="list-style-type: none"> <li>- Self-starter who is adaptable, works with integrity, and exhibits the Foundation's enterprising, collaborative and delivery-minded cultural and behavioural values</li> <li>- Excellent verbal and written communication skills</li> <li>- Detail oriented</li> <li>- Good interpersonal skills and able to effectively liaise with both internal and external communities</li> <li>- Problem solving skills, able to use initiative and actively seeks pragmatic solutions</li> <li>- Good planning and organisational skills, able to work to multiple prioritised tasks, targets and deadlines, with careful attention to detail</li> <li>- Team player, with an ability to create effective working relationships</li> <li>- Ability to embed diversity, equity and inclusion in everything we do</li> </ul>

## How to Apply

Thanks for your interest in working with us.

We're working hard to ensure we recruit great people and minimise unconscious bias in our selection process. To support this, our system anonymises applicants and we use a combination of your CV and role specific application questions to assess your suitability for the role.

To find out more about the role, please contact [jobs@gsttcharity.org.uk](mailto:jobs@gsttcharity.org.uk)