**WORKDRY INTERNATIONAL**

**POSITION DESCRIPTION: Group Legal Counsel**

**LOCATION:** Chandlers Ford

**POSITION PURPOSE:** To provide expert legal advice and guidance to the Workdry Group on a wide range of legal matters. This role is responsible for identifying and mitigating legal risks, drafting and reviewing legal agreements, and ensuring compliance with laws and regulations.

**RESPONSIBLE TO:** Chief Financial Officer

**RESPONSIBLE FOR:** n/a

**REGULAR CONTACTS: External** Suppliers

Customers

External legal counsel

Public authorities

**Internal** Group CEO

Group Chief Financial Officer

Group Chief Operating Officer

Group Chief Information & Digital Transformation Officer

Group Chief Human Resources Officer

Managing Directors

Executive Leadership Team

Bids and Tenders Team

Operational / Branch Managers

Finance Director and Team

SHEQ Director and Team

HR Team

**MAIN RESPONSIBILITIES:**

* Provide accurate and timely legal advice and guidance to Workdry Group colleagues up to and including Executive Leadership level, on a variety of legal areas including commercial contracts, framework agreements, corporate governance, regulatory compliance, and intellectual property.
* Protect the Workdry Group commercially and contractually, taking a pragmatic approach and considering the best interests of the business, seeking opportunities for continual improvement in all business dealings.
* Draft, review and negotiate contracts, agreements, and other legal documents maximising the commercial opportunities of the business and minimising corporate risk and exposure.
* Support teams and colleagues to ensure the compliance of our bids and tenders with the Utilities Contracts Regulations 2016 and the Public Contracts Regulations 2015 / Procurement Act 2023 (when enacted).
* Provide expert analysis on complex legal issues, using a proactive approach to highlight areas of improvement to ensure the best outcome in business dealings, for all Workdry Group contractual relationships.
* Support key strategic projects, partnerships and agreements from a legal perspective.
* Provide legal input for Framework Agreements, advising and negotiating where necessary on changes to agreements.
* Draft and review legal policies and procedures, contribute to internal governance policies and regularly monitor the businesses compliance with these.
* Assist with corporate governance matters, including communicating with key stakeholders, contributing to board meetings and writing reports where needed.
* Provide practical and commercially focused legal advice on a range of business issues.
* Support senior leaders and managers to devise efficient and commercially aware strategies to counter potential and actual legal risks.
* Proactively seek out and work with stakeholders across the Workdry Group to identify areas of business operations where value can be added through expert legal guidance and support.
* Provide a pragmatic approach in response to ad hoc requests and legal queries from the business.
* Provide clarification on legal language or documents, communicating the relevant details, risks and opportunities, in a clear and understandable format.
* Conduct research on legal issues and developments, staying up to date with changes in laws and regulations that may affect the Workdry Group.
* Evaluate legal risk factors regarding business decisions and Workdry Group operations.
* Ensure the Workdry Group is compliant with applicable laws, regulations, and standards.
* Collaborate with external counsel to manage legal disputes, litigation, and arbitration where necessary.

*The main responsibilities are outlined above. This is not a definitive list, and other tasks/activities may be necessary as the company’s commercial activities require.*

**QUALIFICATIONS & EXPERIENCE:**

* Qualified solicitor or barrister in England and Wales.
* Proven experience in Commercial and/or Corporate law at Senior Associate level or equivalent, preferably gained within a large or top-tier law firm.
* Strong knowledge of UK laws and regulations, particularly in the areas of contracts, corporate governance, and regulatory compliance. Knowledge of EU and international laws and regulations would be beneficial, but not essential.
* Exposure to EU and/or UK public body tendering regulations would be an advantage.
* Understanding of the contractual framework surrounding projects within the UK utilities market preferred but not essential, including experience of agreements based on industry standards.
* Ability to couple expert legal knowledge with practical business acumen.
* Demonstrated ability to create legal defensive or proactive strategies.
* Experience of managing outside counsel and overseeing litigation matters.
* Strong analytical and problem-solving skills.
* Excellent communication and negotiation skills, with the ability to convey complex legal information in a way that stakeholders, internal and external, understand.
* Pro-active approach to identifying and implementing effective and efficient ways of working, with the ability to manage a practical balance between business and legal objectives.
* Excellent attention to detail with an ability to think beyond the brief and anticipate potential scenarios.
* Excellent time management and prioritisation skills, sometimes working under pressure or to tight deadlines.
* Able to work independently and as part of a team.