

Role Definition

Job Title: Legal Counsel - Commercial
Reporting to: the General Counsel

Overview

Foster + Partners (F+P) is one of the world's leading consultancies providing integrated project design services for many significant and challenging projects in the UK and globally. It has a turnover of circa £200 million and about 200 ongoing projects at any one time. F+P is headquartered in its London office but has several other offices worldwide.

We are seeking a qualified legal professional, with a general commercial skill set. The successful applicant will work within our Legal team (currently of 5 lawyers and a paralegal) and report into the General Counsel.

Responsibilities:

- Providing timely and effective legal advice to the business on general commercial contracts and risk management.
- Support with governance, company secretarial, compliance and risk management matters including GDPR and general business regulatory requirements.
- Advise on ad hoc legal issues for the business as required for example commercial disputes, IPR, joint ventures, R&D collaborations etc.
- Where necessary and subject to proactive cost management, liaise with external counsel in the relevant project location to ensure specific legal issues for that jurisdiction have been identified and where appropriate addressed.
- Support more senior members of the Legal Team with all of the above.
- Update internal knowledge databases for new advice received.
- Conduct legal research as needed and provide written analysis of results.
- To keep the General Counsel up to date with all work streams and matters on which involved.
- Thorough knowledge and compliance with F+P Procedures and Standards.

Qualities and Skills required

- Qualified legal professional with at least 2 years POE, strong academics and experience working on commercial and IP work gained either in Private Practice or In-house (or preferably both). However, other candidates will be considered if they can demonstrate comparable experience.
- Proven ability to provide relevant and proportionate legal support on a wide and varied range of commercial arrangements.
- Strong commercial sense, pragmatism, organisational skills and resilience to cope with conflicting demands and tight deadlines without losing the requisite attention to detail. Able to prioritise duties and work under pressure while remaining calm and professional at all times.
- Exceptional drafting and negotiating skills appropriate for POE.
- Ability to analyse legal issues and risks within the context and needs of the business combined with excellent written and verbal communication skills.
- Excellent interpersonal skills and able to work independently and as part of an effective team.
- A "self-starter" able to take responsibility with a flexible approach to carry out duties as required.
- Able to demonstrate initiative and a proactive approach to daily tasks.
- Due to the nature of the position and the requirement to meet deadlines, there will be a requirement to work additional hours on occasions where necessary.
- Legally able to work in the UK. Fluency (spoken and written) of the English language.

Desirable

- Fluency in another language/other languages would be advantageous.

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.

July 2022