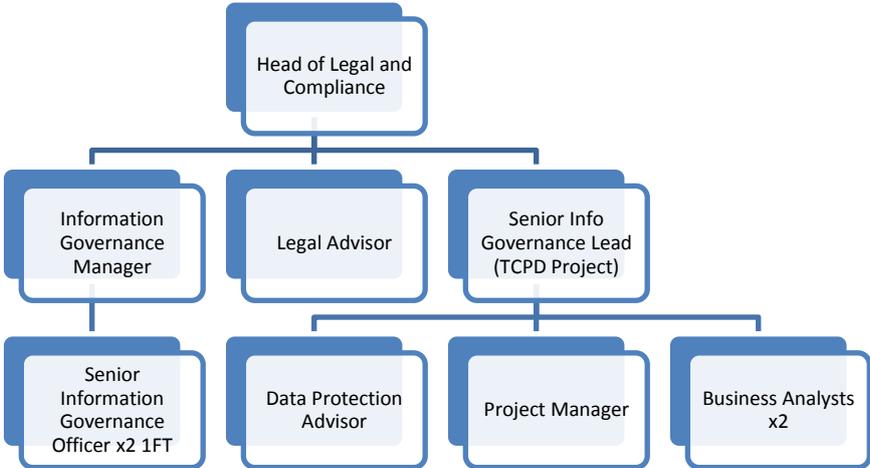


Head of Legal and Compliance

DIRECTORATE:	Corporate Services
TEAM:	Legal and Compliance
REPORTING TO:	Director of Corporate Services
CONTRACT:	Permanent (flexibility e.g. 0.8 FTE considered)

WORKING RELATIONSHIPS:



Inside Diabetes UK

Executive Team, Assistant Directors, Heads of Team, Trustees, colleagues with responsibility for procurement, contract management and data management/processing, line reports and teams

Outside Diabetes UK

Diabetes UK's legal advisors (including pro bono); representatives from the charity's partners and suppliers, insurers, regulatory bodies, peers.

OVERALL PURPOSE OF THE JOB

The Head of Legal and Compliance will provide a leadership role at Diabetes UK, protecting and advancing its charitable and business objectives through the provision of high quality, professional legal advice, support and representation across the full spectrum of its activities.

The Head of Legal and Compliance is also the nominated Data Protection Officer, leading the Information Governance Team, chairing the Information Governance Management Group and a member of the Better Data Programme Board.

MAIN DUTIES AND RESPONSIBILITIES:

- To provide high quality legal advice, guidance and representation in relation to implementing, delivering and evaluating Diabetes UK's activities in line with its strategy and its charitable objectives.
- To draft and negotiate appropriate contracts and licenses.
- To work closely with relevant Diabetes UK colleagues and external organisations to advise on and secure legal compliance and the effective management of legal risk.
- To provide leadership on the promotion of sound practices compliant with relevant legislation in order to improve the effectiveness of Diabetes UK.
- To represent the Legal and Compliance Team in senior level strategic groups in order to ensure that legal issues are highlighted and appropriate advice provided.
- To provide updates on incoming legislation and regulation relevant to the activities of Diabetes UK, and where relevant to manage the implementation of compliance processes related to such legislation and regulation within the organisation.
- To develop and deliver legal training on key issues, and training to key stakeholders on contract negotiation processes to upskill contract managers e.g. to maximise best value and ensure risk is appropriately managed.
- To develop and deliver resources and processes which improve the efficacy of procurement practices, for example, through the provision of standard contract templates.
- To manage and be responsible for the welfare and performance of the Legal and Information Governance team, to work closely with key internal stakeholders (e.g. Executive Team, Head of Business Support) across the organisation to ensure that Diabetes UK is compliant with data protection legislation and other regulation relating to processing of supporter information.
- To ensure that the organisation is compliant with data protection legislation or is on a satisfactory path to compliance and to hold the role of Data Protection Officer and the relevant ensuing responsibilities.
- To act as sponsor of the Taking Care of Personal Data project to improve engagement, trust and transparency in the way Diabetes UK uses personal data. To deliver organisational change as part of the overall business strategy to ensure compliance with regulatory requirements, for example, data and privacy.
- To ensure Diabetes UK is compliant with the requirements of agreed potential funders and commissioning bodies e.g. NHS England.
- To represent legal and compliance as a risk lead in our Keeping Safe and Healthy risk management framework and group.
- To appoint, brief and manage external legal advisors where appropriate.
- To develop and maintain relationship with providers of external pro bono legal advice.
- To maintain, protect and advise on the charity's intellectual property portfolio

Responsibilities do not include providing employment, property or legacy advice.

The duties outlined above are not intended to be exhaustive. This job description will be subject to periodic review and amendment in accordance with the needs of Diabetes UK.

GENERIC TO ALL

- Embrace Diabetes UK volunteering activities through involving volunteers in your work activities and own participation through active volunteering within Diabetes UK.

PERSON SPECIFICATION:

The best person for this job will have the following skills:

- Excellent project management skills and ability to work effectively as a member of a project team.
- Excellent oral and written communication skills.
- Excellent ability to establish, develop and maintain good relationships with a wide variety of people at all levels, to influence and work with and through people and build trust.
- Highly effective organisation and planning skills with the ability to manage multiple competing priorities individually and of the team to deliver objectives on time.
- Attention to detail
- High standards of personal integrity

The best person for this job will have the following experience and qualifications:

- Fully qualified solicitor or barrister with substantial post-qualification experience
- Substantial commercial contracts, data protection and charity law experience with a track record of providing effective legal and commercial advice and support, including negotiating complex partnerships
- Experience of advising on a diverse range of legal issues, (for example fundraising law, commercial, IT law, procurement, intellectual property law, research funding, safeguarding and data protection) and an eagerness to learn and the ability to tackle new areas of law with confidence.
- Proven ability to give strategic legal advice, a proportionate approach to risks and benefits
- Experience of managing regulatory reporting requirements and/or audits
- Experience of acting as a Data Protection Officer or advising at senior level in data protection
- Experience of working in-house, preferably within the charity sector

The best person for this job will be:

- Able to successfully negotiate to achieve desired outcomes e.g. successfully influence senior stakeholders and management
- Good at presenting, with the proven ability to deliver legal presentations and training to non-lawyers.
- Pragmatic, solution focused approach
- Able to demonstrate good leadership and management skills with a proven ability to recruit, develop and motivate team members to perform well and deliver a high quality legal and compliance service