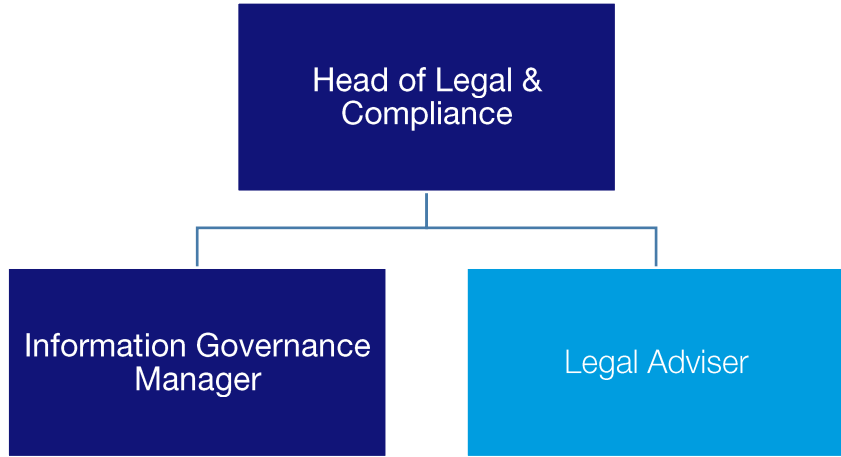


Job Title Legal Adviser	Directorate and team This role sits in the Legal & Compliance Team in the Corporate Services Directorate
Key focus of the role To support the Head of Legal & Compliance in providing high quality professional legal advice, support and representation across Diabetes UK's activities.	 <pre> graph TD A[Head of Legal & Compliance] --> B[Information Governance Manager] A --> C[Legal Adviser] </pre>
Key deliverables <ul style="list-style-type: none"> ▪ Draft, review and negotiate appropriate commercial and other contracts ▪ Advise on and secure legal compliance and effective management of legal risk ▪ Develop and deliver improvement to legal and contracting policies and processes 	
Contractual information <ul style="list-style-type: none"> ▪ Contract type: Permanent ▪ Hours: 35 (full-time) ▪ Pay range: Band 5 	
Key working relationships internal Internal staff and volunteers	
Key working relationships external Diabetes UK legal advisers, third party suppliers and regulatory bodies	

All jobs at Diabetes UK are based on our competency framework called the **What-How Framework**. In the following sections we've listed:

- the key activities you'll undertake (**the What**) and
- the skills, knowledge, experience and behaviours you need to be successful in this role (**the How**).

When applying, focus on the bullet points that are **bold and marked with (S)** only. We will use these elements for shortlisting purposes.

Key activities – What you need to do

Setting and Delivering objectives	Managing and Developing Self	Communicating with Others	Improving Delivery
1. Continue to set up legal contracts database. (S) 2. Work with team to continue quarterly newsletters, contribute and collate content.	3. Maintain legal knowledge and skills through providing and attending training course internally and externally.	4. Liaise with colleagues as to their queries on contracts and other legal matters. 5. Draft and negotiate contracts with third parties. (S) 6. Deliver internal training to colleagues on legal and contractual issues. (S)	7. Identify ways in which our contract and procurement process and database can be improved and discuss these with your line manager and colleagues. (S)

Skills, knowledge, experience and behaviours – How you need to do it

When applying, focus on the bullet points that are **bold and marked with (S)** only. We will use these elements for shortlisting purposes.

Setting and delivering objectives	Managing and developing self	Communicating with Others	Improving Delivery
<ul style="list-style-type: none"> 1. Organise your time and workload to meet deadlines in a calm manner. 2. Experience of reviewing, drafting and negotiating commercial contracts. (S) 	<ul style="list-style-type: none"> 3. Be aware of own development needs and ask for support in meeting these. 	<ul style="list-style-type: none"> 4. Communicate clearly with others that shows you are aware of their needs and preferences. (S) 5. Communicate externally in a way which best serves and protects Diabetes UK's interests. 	<ul style="list-style-type: none"> 6. Identify when things could be done better and raise with line manager or appropriate person. (S)

Qualifications – Qualifications you need to carry out this role

Qualified as a solicitor or barrister