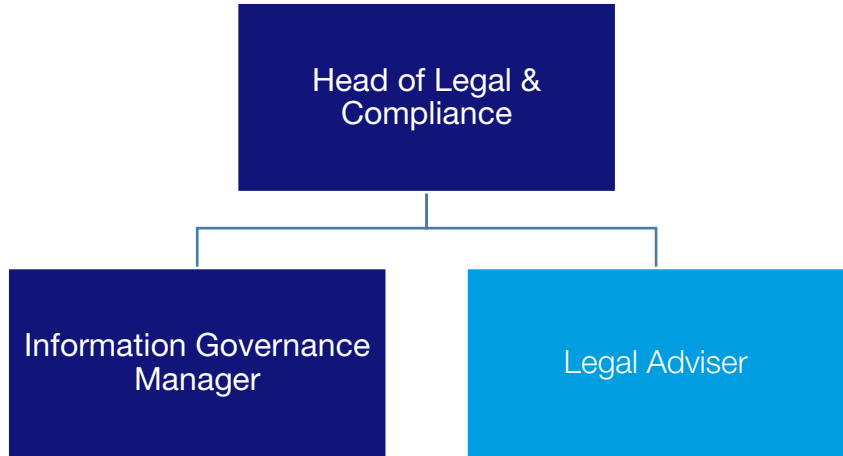


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|--|---|
| <p>Job Title Legal Advisor</p> | <p>Directorate and team</p> <p>This role sits in the Legal & Compliance Team in the Corporate Services Directorate</p> |
| <p>Key focus of the role</p> <p>Partnering with colleagues across Diabetes UK to realise the best legal and compliance outcome for the charity. Taking the lead in providing high quality professional legal advice and representation across Diabetes UK's activities.</p> <p>Opportunities to develop expertise in wide range of areas of law including contract, data protection, fundraising, advertising and intellectual property.</p> | <p>Job and reporting Line</p>  <pre> graph TD A[Head of Legal & Compliance] --> B[Information Governance Manager] A --> C[Legal Adviser] </pre> |
| <p>Key deliverables</p> <ul style="list-style-type: none"> ▪ Providing expert support and advice to senior leaders, playing an integral role within their management team by delivering added value and providing leadership on legal and compliance issues ▪ Play a leading role in the drafting, reviewing and negotiation of 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 ▪ Maintenance of the contracts register and promotion of good contract management practice including delivery of contracts and procurement training. | |
| <p>Contractual information</p> <ul style="list-style-type: none"> ▪ Contract type: Permanent ▪ Hours: 35 (full-time) ▪ Pay range: Band 5 | |

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| 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**).

Key activities – What you need to do

| Setting and Delivering objectives | Managing and Developing Self | Communicating with Others | Improving Delivery |
|---|---|--|--|
| <ol style="list-style-type: none"> 1. Assess the legal and risk/compliance skills of colleagues across the charity, identify and gaps and propose solutions such as training to address these. Personally deliver training where appropriate. 2. Lead on legal input within team on content of quarterly newsletters. | <ol style="list-style-type: none"> 3. Maintain legal knowledge and skills through providing and attending training course internally and externally. | <ol style="list-style-type: none"> 4. Provide expert support and guidance for colleagues as to their queries on contracts and other legal matters. 5. Lead on drafting and negotiation of contracts with third parties. 6. Deliver internal training to colleagues on legal and contractual issues including contracts and procurement. 7. Adapt presentation and communication style gauging the appropriate level of detail or technical information required by different stakeholders to ensure that key points are heard clearly. | <ol style="list-style-type: none"> 8. Identify and apply ways in which our contract and procurement process and database can be improved including establishment of interactive legal contracts database. |

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

| Setting and delivering strategy and objectives | Managing and developing self | Collaborating with colleagues/ Communicating with Others | Improving Delivery |
|---|--|--|--|
| <ol style="list-style-type: none"> 1. Understand the role of the legal and compliance function in delivering our strategy and set clear objectives around legal and compliance effectiveness in areas of responsibility. 2. Organise your time and workload to meet deadlines in a calm manner. 3. Experience of reviewing, drafting and negotiating commercial contracts. | <ol style="list-style-type: none"> 4. Show resilience in managing competing demands and challenging conversations asking for support where needed. 5. Ensure focus on own personal development through training, mentoring or other means. | <ol style="list-style-type: none"> 6. Be able to identify and motivate others towards common goals in the best interests of the charity. 7. Understand the role and value of others within the Legal and Compliance team and use this to work with them effectively on both day to day and improvement work. 8. Communicate externally in a way which best serves and protects Diabetes UK's interests. | <ol style="list-style-type: none"> 9. Identify and make recommendations when policies and processes could be improved and done better |

Qualifications – Qualifications you need to carry out this role

Qualified as a solicitor or barrister – desirable not essential. Training will be offered to the right candidate for the role.