

## **Risk lawyer (procurement / commercial contracts) Risk management department**

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We are recruiting an experienced risk lawyer for our risk management team. The successful individual will report to the director of risk (also the firm's COLP and MLRO) and work closely with the firm's chief operating officer (COO).

### **About Macfarlanes**

We are a distinctive London-based law firm with a unique combination of services built and shaped around the needs of our clients. Our unrivalled blend of expertise, agility and culture means we have the flexibility to meet their most challenging demands and adapt to the changing world around us. While many of our services can be found at other firms, the mix cannot.

We find, recruit and train talented people from all backgrounds, building careers for the long term, to one day shape and lead the firm. We know each other personally which means we work together with more cohesion, and less formality. Our culture is thoughtful, challenging and supportive, and we are a place where everyone, at whatever level, can thrive. We remain focused on equal treatment in recruitment, retention and promotion

### **The team**

The risk management department, which is split into the risk team and the business acceptance team, is headed by the firm's director of risk. The risk team comprises a senior risk lawyer, two risk lawyers and a risk practice executive.

### **The role**

The successful individual will work with other members of the risk team to support the director of risk to ensure that the firm complies with its legal and regulatory obligations and mitigates any associated risks where possible.

The individual will primarily focus on managing and overseeing the firm's commercial contracts with its suppliers, including ensuring compliance with relevant laws and regulations and mitigating legal risks associated with the firm's business operations. They will assist with the legal analysis, drafting and negotiation of a wide range of commercial supplier contracts from initiation to execution and will provide advice on related contractual matters including data protection compliance. The role will work closely with business services stakeholders (including the firm's COO, head of sustainability, information security manager and director of IT) as well as senior management.

As the firm continues to streamline and improve its procurement processes the risk lawyer will work closely with the relevant stakeholders to develop and implement efficient and effective procurement processes that align with the firm's objectives. This will include developing and maintaining contract templates, policies and guidelines to streamline contract management processes, and providing appropriate training to internal stakeholders.

The individual will also provide support to the director of risk and the risk team on other legal and regulatory risk matters including reviewing client terms and/or proposed amendments to the firm's terms of business, engagement terms, data protection compliance (including responding to data subject requests and dealing with data breaches) and updating risk policies.

The successful individual will mentor and provide support to more junior members of the team as needed.

Key duties will include:

#### *Contract drafting and negotiation:*

- draft, review, and negotiate a wide range of commercial contracts, including supplier agreements, service contracts, NDAs and licensing agreements;

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- provide strategic legal advice during contract negotiations to minimise risk and ensure favourable terms for the firm;
- identify and assess potential legal risks in contracts and procurement activities, proposing risk mitigation strategies;
- ensure that all contracts comply with applicable laws, regulations, and the firm's policies; and
- develop and maintain contract templates, policies, and guidelines to streamline contract management processes.

## *Procurement support:*

- advise on and oversee the legal aspects of the firm's procurement processes, ensuring compliance with internal policies and applicable laws;
- assess and review current procurement processes to identify inefficiencies or areas for improvement; and
- collaborate with internal stakeholders to optimise procurement workflows.

## *Legal advisory:*

- provide legal advice and guidance to internal stakeholders on a broad range of issues related to commercial contracts and procurement; and
- keep abreast of changes in laws and regulations that may impact the firm's procurement and contracting activities.

## *Dispute resolution:*

- assist with managing and resolving disputes arising from commercial contracts or procurement activities.

## *Training and development:*

- conduct training sessions for internal teams on contract management, procurement processes, and legal compliance; and
- mentor junior members of the legal team, providing guidance and support as needed.

This job description encompasses the main duties of the role and is by no means exhaustive. It is anticipated that duties may vary from time to time according to the needs of the department.

## **The candidate**

We are seeking a highly skilled and experienced risk lawyer to join our risk team. This position requires a strong background in commercial law, particularly in procurement, contract negotiation, drafting and management as well as a solid understanding of applicable data protection legislation. The successful candidate may be an in-house risk/contracts lawyer, or a senior lawyer looking to move from a corporate fee earning environment to an in-house role.

The ideal candidate will have excellent analytical skills, attention to detail and the ability to work in a fast-paced environment, handling complex and high-value contracts.

Ideally, the risk lawyer will have working knowledge of the legal and regulatory framework which the firm is subject to, including but not limited to the SRA Standards and Regulations. The individual will have strong academic qualifications from degree upwards.

Broadly, we want to recruit a risk lawyer who fulfils the following criteria:

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- strong organisational skills;
- ability to hit the ground running and work on supplier contracts with minimal supervision;
- proactive self-starter, willing to take initiative;
- strong analytical, written and verbal communication skills;
- proven ability to train and present; and
- Microsoft Word and Excel skills.

## Qualifications and experience

- qualified solicitor or barrister with at least five years' post-qualification experience as a risk lawyer or in-house lawyer, or a senior lawyer looking to move from a corporate fee earning environment to an in-house role.

## Personal attributes

- client orientated approach, both internally and externally;
- pragmatic, commercial approach is essential;
- self-motivated and proactive, able to act on their own initiative and problem solve; and
- excellent interpersonal skills and a friendly manner

## Application screening

Any offer of employment with us is subject to our pre-employment checks which are conducted by a third-party screening provider. These may include but are not limited to your professional and academic qualifications, any criminal records and employment references. These checks will be initiated with your consent and your offer will be subject to the successful completion of these checks.

## Our commitment to inclusion

We are committed to increasing the diversity of our employees and partners. Improving diversity is one of our key priorities and it is a goal we are actively working towards. We believe that an inclusive, forward-thinking culture is intrinsically important and enables us to provide innovative solutions to our clients.

We welcome applications from people of all backgrounds, bringing different perspectives and experiences, making Macfarlanes an exciting and stimulating place to work. We seek to recruit the best candidates, regardless of age, gender, race, ethnicity, social or economic background, religion, disability, sexual orientation or any other characteristic.

As part of this commitment, we will ask you certain diversity questions. We would really appreciate you and/or your recruiter completing these questions when submitting an application to Macfarlanes as this data enables us to measure our progress towards improving the diversity of our applicants, and ultimately, our hires. This data is anonymised to maintain the privacy of applicants. If you have any questions relating to how this data is used, please contact a member of the recruitment team.

Should you require any adjustments during the application and/or interview process, please do not hesitate to inform your recruiter or a member of the recruitment team. Please note, the job description is available in other accessible formats (for example, large print).