Job Description



JOB TITLE: General Counsel

GRADE:

REPORTING TO: Head Of Legal & Compliance

LOCATION: London

**THE ROLE:**

To ensure that the Managing Agency’s legal services support requirements are met, providing effective solutions which protect its interests taking into account optimal commercial outcomes. To provide advice on general legal and governance matters in order that the board, committees and business are aware of their legal requirements and mitigate associated risks suitably.

Significantly technical in nature and requiring expert judgment, the internal legal function is expected to deliver most day-to-day Managing Agency needs in relation to commercial contracts for trading and business services, leading negotiations where appropriate, trademark and brand protection, approvals and attestations, minor dispute resolution, oversight of corporate litigation and advice on emerging legal and regulatory requirements, in the key territories in which it operates.

The role will also instruct and oversee external experts as appropriate in delivering solutions.

The role operates as part of the company secretarial, legal and compliance function to deliver outcomes which support its governance, risk management and legal and regulatory compliance needs. It involves a strong collaborative and influencing element.

**KEY RESPONSIBILITIES:**

* Manage drafting, interpretation and advice on contracts in respect of: provision of commercial relationships with, and services provided by, Managing Agency businesses; and procurement of services for Managing Agency businesses.
* Minor dispute and CCJ resolution; oversight of litigation against Managing Agency businesses in consultation with business owners; and provision of litigation reports to stakeholders.
* Advice on legal aspects of major projects including acquisition.
* Advice on ad hoc legal queries received from Managing Agency businesses in conjunction with business owners.
* Monitor changes in law in key territories in which the businesses operate and advise business owners of requirements.
* Work with the business in relation to major legislative and regulatory compliance changes including ongoing Data Protection awareness.
* Provide legal support to technical Underwriting and Claims functions on matters such as product terms, Cover Holder requirements and Terms of Business Agreement (TOBA) wordings (albeit business functions may nonetheless maintain specific external volume legal services arrangements such as for RTA claims litigation).
* Responsible for legal guidance on compliance of material/wordings however issued (for example websites and marketing collateral) working closely with the Compliance Officers and Risk function.
* Management of the governance policy attestation process; and provision of advice or attestation on such territorial legal or regulatory compliance approvals or returns as may be required from time to time.
* Provision of specialist legal and governance advice to the business as required; selection and oversight of external advisors where appropriate.
* Provision of advice in relation to intellectual property and trademarks.
* Maintain close working relationships with all business areas, to ensure free flow of communication and an efficient and fit for purpose governance and assurance framework.

**ESSENTIAL QUALIFICATIONS, SKILLS AND EXPERIENCE**

* UK qualified solicitor or barrister (or equivalent from a key territory in which ERS trades) with at least five years’ commercial legal experience.
* Good experience of working with senior executives.
* Understanding of the legal and regulatory compliance provisions that apply to products, distribution channels and markets in which ERS operates.
* Expertise in contract law and procurement wordings.
* Good knowledge of commercial and insurance law; including but not limited to Companies Act, Data Protection legislation
* Good knowledge of financial services corporate governance requirements.
* Understanding of the Lloyd’s, FCA and PRA environment.

**BEHAVIOURAL ATTRIBUTES:**

* Logical thinker able to communicate complex concepts to lay people, from business representative to board level.
* Commercial awareness and business acumen.
* Strong interpersonal and negotiation skills.
* Gravitas and diplomacy where required.
* A team player with demonstrable experience being part of a successful team.
* Highly organised self-starter with first class planning and delivery capabilities.
* Understanding of confidentiality and discretion.
* Attention to detail while seeing the “big picture”.

Name (PRINT): .…………………………………………………………………

Signature: …………………………………………………………………………

Date: …………………………………………………………………………………