JOB TITLE: SENIOR LEGAL ADVISOR

REPORTS TO: DIRECTOR OF EXECUTIVE EDUCATION

Background

Executive Education is a major activity in Cambridge Judge Business School (CJBS) providing open and tailored programmes to the corporate world that are built on the knowledge and expertise of our network of academics and business practitioners.

JBS Executive Education Limited (JBSEEL), is a limited company, wholly owned by the University of Cambridge. The department works with faculty from the Business School and the wider University to design and deliver a range of courses for senior executives from around the world. The programmes are of broadly two types: open enrolment and custom designed programmes. Our open programmes (face to face and live online) are held throughout the year in Cambridge, and are timetabled between 12 and 18 months ahead, while custom programmes are specifically designed for our clients’ needs and can be held at quite short notice.

Visit the Executive Education website to learn more: www.jbs.cam.ac.uk/executive-education

The role

The primary focus of the role is to provide high level legal advice on the assessment and resolution of complex commercial contracts, and to advise on the contract terms and conditions for agreements between Executive Education and its global corporate clients and partners. The role holder will ensure the defence and protection of Executive Education’s interest in terms of intellectual property, licensing, valuation of assets, and royalties through robust negotiation techniques. They will also act as data protection officer for Executive Education and as the delegated Secretary to the Executive Education Board, attending and minuting meetings.

Main responsibilities

Contract management

- To support and implement the vision, strategy and values of Executive Education through effective contract management with clients and corporate partners.
- Able to remain agile and adapt in a changing business environment and to embrace and effect change, including implementing new processes and procedures to ensure a smoother ‘user experience’ for the business.
- Lead on complex commercial and legal contract negotiations in support of new business activity for a variety of contract types including tenders and requests for proposals, services agreements, non-disclosure agreements and memoranda of understanding, for national and international clients.
• Review, advise and negotiate terms on complex, large scope multi-million pound deals with global corporate clients.
• Introduce innovation and efficiencies to accelerate protracted contract negotiations, and retain and track oversight of multiple complex contracts.
• Administer on-going contracts and support new business activity.
• Review proposal terms and conditions and special provisions to evaluate and make determinations of risks and other factors.
• Provide on-site advice and assistance to the sales teams on contract management and general policy compliance matters.
• Act as a liaison between the sales teams and the client, preparing and disseminating information regarding contract status, compliance, modifications and contract requirements.
• Evaluate contract performance to determine necessity for amendments or extensions of contracts and compliance with contractual obligations.
• Manage contract negotiations and agreement with the client and ensure technical and commercial sign offs are in place prior to delivery.
• Ensure contract documents are consistent with agreements reached at negotiations.

Legal Advice to Senior Management team

• Knowledgeable in commercial and contract law and able to communicate that information to colleagues in a digestible and accessible way.
• Horizon scanning to keep the Director of Executive Education and Senior Management team informed of any new legislation or regulations that potentially affect Executive Education and our business.
• Adopting a collaborative and accessible approach to build mutually beneficial relationships.
• Ensuring that contractual and commercial risk is within Executive Education’s risk appetite.
• In conjunction with the Senior Management team, maintaining process for reporting and managing pipeline work.
• Use of robust negotiation skills and implement systems and measures which defend and protect Executive Education’s interests in terms of intellcepting property, licensing, valuation of assets, and royalties.
• Work with the sales team and colleagues to optimise the commercialisation of learning, research, and digital learning projects.
• Advise and upskill the team in complex legal matters, terms and conditions negotiations, legal implications, new areas of legal impact (eg GDPR) and negotiation techniques.
• Manage the contracts database and ensure the template contracts are kept up to date.
• Work with colleagues to resolve any contractual delivery problems as required.

Compliance and Board duties

• Act as Executive Education’s Data Protection Officer and advise on all matters relating to data protection.
• Act as the delegated Secretary to the Executive Education Board, advising Board Members on their legal responsibilities, attending and minuting Board meetings and ensuring that all legal documents are filed on behalf of the Company in compliance with regulations in place at the time.

• Ensure all aspects of contracts are identified, due diligence completed and procedures to deliver are fully in place.

• Ensure internal departmental procedures for contracts management are adhered to and kept up to date in compliance terms.

• Work with the Executive Education finance team to ensure contract integrity and all reporting procedures are fully complied with.

Stakeholder management and representation of Executive Education within the wider University

• Work with the central University Legal team to ensure contract compliance with wider University requirements and regulations.

• Conduct contracts-related induction training for new joiners.

• Able and willing to take on new challenges, additional responsibilities and changes in role.

• Ability to manage competing priorities with strong communication and negotiation skills.

The person

The ideal candidate should have the following qualities, skills and attributes. You are asked to provide a covering letter demonstrating how your own experience meets these requirements.

• Qualified lawyer and degree educated with commercial legal contract experience.

• Experience of initiating, negotiating and executing complex, large-scope, multi-million pound legal agreements and contracts with global clients and partners.

• Experience of working in a Executive Education or a University/Higher Education/related sector is desirable.

• Significant experience of introducing innovation and efficiencies to accelerate protracted contract negotiations.

• Knowledge of contracting concepts and contract law and regulations including English law contract requirements.

• Strong intellectual property knowledge with demonstrable experience of protecting Intellectual Property, licencing, valuation of assets and royalties.

• Strong communication, influencing and negotiation skills with keen attention to detail.

• Self-motivated, willing to work independently.

• Ability to explain and provide advice on contracts and related matters in non-technical terms to colleagues.

• Ability to interpret and negotiate legal and contractual terms.

• Ability to analyse bids and proposals and ensure that the specifications of binding agreements are legal and comply with company policy.

• Ability to address financial issues associated with contract requirements such as price adjustments, amendment and reviews.
Ability to co-ordinate information and legal and financial requirements and collaborate with other University departments as may be required.

Ability to understand a wide variety of corporate and public sector contract requirements.

Ability to work with international clients and manage negotiations with a diverse range of contacts.

Benefits

This is a full-time position working 40 hours per week. The salary will be in the range of £60,000 - £70,000 per annum. There will be a nine-month probationary period. Holiday entitlement is 33 days per annum plus eight days of public holidays for full-time staff (the holiday year runs from 1 October to 30 September). After successful completion of the probationary period, the post holder will be eligible to participate in the Company's staff incentive plan (Annual Employee Bonus Scheme).

The University of Cambridge comprises more than 150 departments, faculties, schools, and other institutions, plus a central administration and 31 independent and autonomous Colleges. It is one of the world's oldest and most successful universities, with an outstanding reputation for academic achievement and research.

With excellent benefits, extensive learning opportunities and a stimulating and attractive environment, the University of Cambridge and JBS Executive Education Ltd is a great place to work. Our employees are eligible for a wide range of competitive benefits and services. We give them access to a generous pension scheme as well as numerous discounts on shopping, health care, financial services, public transport, and a tax-efficient bicycle scheme.

We have two nurseries and a holiday play scheme to help support those with childcare responsibilities and we offer various types of family-friendly leave to aid employees' work-life balance. In addition, we operate a number of initiatives to promote career development, health and well-being.

Further details can be found at www.admin.cam.ac.uk/offices/hr/staff/benefits. There is also a range of information about living and working in Cambridge at www.jobs.cam.ac.uk.

Application arrangements

Candidates are asked to complete the CHRIS/6 cover sheet (parts 1 & 3) available on the University of Cambridge website and send it, with a full curriculum vitae and a covering letter explaining their interest in the position and how their experience would help them to fulfil the role, to Helen Machin, HR Manager, h.machin@jbs.cam.ac.uk.

The closing date for applications is midnight on Sunday 22 May 2022.

Applicants are required to provide details of two referees. These will not be contacted unless the applicant is shortlisted.

Applicants who do not hear from us within two weeks of the above date should assume they have not been shortlisted.

Equality of opportunity at the University

The University of Cambridge is committed to a proactive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture and values diversity. Entry into employment with the University is determined by personal merit and by the application of criteria.
required for the post. No applicant for an appointment or member of staff will be treated less favourably than another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

The University has various diversity networks which help it to progress equality; these include the Women’s Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network.

Information if you have a disability

The University welcomes applications from individuals with disabilities and is committed to ensuring fair treatment throughout the recruitment process. Adjustments will be made, wherever reasonable to do so, to enable applicants to compete to the best of their ability and, if successful, to assist them during their employment.

We encourage applicants to declare their disabilities in order that any special arrangements, particularly for the selection process, can be accommodated. Applicants or employees can declare a disability at any time.

Applicants wishing to discuss any special arrangements connected with their disability can, at any point in the recruitment process, contact, Helen Machin, HR Manager, who is responsible for recruitment to this position, by email at h.machin@jbs.cam.ac.uk. Alternatively, applicants can contact the CJBS HR Team at hr@jbs.cam.ac.uk.