

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

JOB TITLE:	Assistant Legal & Risk Manager
DIVISION/DEPARTMENT:	Operations

1. OVERALL PURPOSE OF JOB

<p>To assist with contractual and legal matters relating to the organisation, in particular:</p> <ul style="list-style-type: none">• Reviewing and amending contracts with suppliers, donors and grantees• Assisting in the preparation of grant and other proposals• Researching and advising on regulatory and other compliance matters• Drafting and helping to implement policy and process documents to manage legal and compliance risk• Maintaining internal registers and managing contract renewals and other deadlines• Generally assisting the Legal & Risk Manager

2. WORK RELATIONSHIPS

REPORTING TO (LINE MANAGER):
Legal & Risk Manager
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
N/A
PRINCIPAL OTHER WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT: <i>(Include nature of work relationship)</i>
Directors, Heads of Global and Regional Divisions, Project Managers, Operational staff across all offices, all staff with funding proposal responsibilities.
PRINCIPAL WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK : <i>(Include nature of work relationship)</i>
BirdLife Partner staff. Informing and advising.
PRINCIPAL EXTERNAL RELATIONSHIPS/RESPONSIBILITIES: <i>(Include nature of work relationship)</i>
Legal firms and external bodies.

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3. KEY WORKING RELATIONSHIPS GRID

Contact	Level (1-3)	Contact	Level (1-3)	Contact	Level (1-3)
BirdLife network / other NGOs	1	General public	1	Policy makers (institutional /politicians/ corporations)	1
BirdLife advisory groups, committees, reg. councils	1	Press & media	1	Funding organisations (institutions, foundations, corporations)	2
BirdLife Global Council	1	Regulators/ legislators/ auditors	2	Individual donors/ members	1
Suppliers/service providers	2	Scientific community	1	VIPs/ royalty/ high worth individuals	1
<p>Level of Contact</p> <p>1.= General Informing. "Appearance, first impressions". May have some independent outside exposure and contact, primarily informative.</p> <p>2.= Presenting/Representing/Reporting "Relationship management". Independent exposure representing BirdLife. Maintaining individual contacts. Usually managing information flow.</p> <p>3.= Justifying/Negotiating - "Influencing decision makers". Independent exposure as lead contact, representing Birdlife to highly influential people. Responsible for complex and sensitive/high risk communications.</p> <p>Note: There is some additional guidance on this in the role evaluation sheet that should be used alongside new role descriptions.</p>					

4. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

<p>By main work area:</p> <ul style="list-style-type: none"> • Undertake general drafting and/or review of legal documents, highlighting areas of concern/risk and referring to Legal & Risk Manager, relevant experts within BirdLife and/or external legal counsel as appropriate and agreed • Prepare or support the preparation of sub-grant agreements and consultancy agreements • Carry out review of template contracts and propose improvements where necessary • Update and maintain Legal & Risk section of staff intranet • Manage renewal and updating of insurance policies. Submission and administration of insurance claims as necessary. • Support due diligence review on partner organisations, sub-contractors etc., particularly in respect of international financial sanctions, anti-terrorist and anti-money laundering legislation • Liaise and consult with external legal advisers (when agreed) • Undertake research into specific legal or related topics as required, and informing relevant internal stakeholders as requested • Assist with development and implementation of internal policies and procedures to manage
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<p>legal and compliance risk</p> <ul style="list-style-type: none"> • Assist with GDPR compliance activities • Support local staff in the oversight of international offices and separately registered entities, to ensure compliance with local requirements for all countries in which BirdLife has a presence • Assist with the process of notarisation and legalisation of company documents for use overseas • Develop and maintain a database of signed contracts across the Secretariat • Other legal and compliance activities as directed

5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	Review and advise on financial implications of contractual relationships.
Contracts – Funders	Review and negotiation of contracts.
Contracts – Staff/Consultants	Draft consultancy and grants/subcontracts in line with funding requirements and terms and conditions and templates.
Contracts – Service providers	
Legal Responsibility	Advisory role in ensuring BirdLife is aware of, and in compliance with legal obligations.
Other	

6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	Must be numerate and literate, with a high level of oral and written communication skills.
Job Specific Education/Qualification	Qualified solicitor, experienced paralegal, Legal Executive
Job Specific Knowledge	Good understanding of: <ul style="list-style-type: none"> • English law and legal system generally • Contract law • Data protection and privacy issues • General compliance issues • Corporate governance
Experience	Proven track record of experience working in a legal department (either in-house or in a law firm)
Management & organisational skills	Ability to organise own time and priorities, work with a high level of initiative and work well under pressure. Meticulous attention to detail. Planning and project management skills. Strong organisational skills.
Communications skills	Good communication skills and presentation skills
Creativity & Initiative	Ability to propose creative and sound solutions when problem solving. Is able to interpret and adapt guidance appropriately to ensure that a practical and robust solution is found to suit the circumstances.

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Computer Literacy	Proficient in Microsoft Office, especially Word and Excel.
Languages	Fluent in English. Other languages (e.g. French, Spanish, Japanese where permanent BirdLife operations exist) may be an advantage.
Travel requirements	None
OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES	

Prepared by:	Date:
Georgie Godby	February 2018