

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

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

1. OVERALL PURPOSE OF JOB

To lead in the planning, implementation and control of all contractual and legal matters relating to the organisation. To ensure that the organisation plans for and meets contractual and compliance obligations across its international operations. To research and provide advice on a wide variety of legal and contractual matters relating to funding arrangements, risk management, trademarks, data protection, charity and company operating structures across an international organisation.

2. STAFF RELATIONSHIPS

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| REPORTING TO (LINE MANAGER): |
| Chief Operating Officer |
| REPORTING TO JOB HOLDER (LINE MANAGED STAFF): |
| Legal Assistant. Indirect supervision of contractual and legal matters for seven international offices and various project locations. |
| PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT |
| Directors, Heads of Global and Regional Divisions, Project Managers, Finance and Administrative staff across all offices, all staff with funding proposal responsibilities. |
| PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK |
| BirdLife Partner staff. Informing and advising. |

3. KEY WORKING RELATIONSHIPS

| Contact | Level (1-3) | Contact | Level (1-3) | Contact | Level (1-3) |
|---|--------------------|----------------------------------|--------------------|--|--------------------|
| BirdLife Network Organisation Staff | 2 | General Public | 1 | Institutional policy makers /Politicians/ Corporations | 1 |
| BirdLife Advisory Groups, Committees, Reg. Councils | 2 | Press & Media | 1 | Institutional Funders | 2 |
| BirdLife Global Council | 1 | Regulators/Legislators/ Auditors | 3 | Individual donors/ members | 1 |
| Suppliers/Service Providers | 3 | Scientific Community | 1 | Royalty/VIPs/ High worth Individuals | 1 |

Level of Contact
 1.= General Informing. "Appearance, first impressions". May have some independent outside exposure and contact, primarily informative.
 2.= Presenting/Representing/Reporting "Relationship management". Frequent exposure representing BirdLife. Maintaining individual contacts. Frequently managing information flow.
 3.= Justifying/Negotiating - "Influencing decision makers". Frequent exposure as lead contact, representing Birdlife to highly influential people. Responsible for complex and sensitive/high risk communications.

4. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

By main work area:

Legal review and research

- Lead the review of legal documents
- Provide expert advice on highlighted areas of concern/risk in funder agreements and contracts.
- Lead in the preparation of sub-grant agreements and consultancy agreements, ensuring compliance with internal policies and procedures and with funder requirements (including the passing down of terms and conditions to sub-grantees or consultants) and highlighting any deviation from standard templates
- Draft and or review MOU's as appropriate
- Undertake 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 in relation to international legislation.
- Ensure and manage protection and appropriate use of Intellectual property rights and trademarks
- Lead on the undertaking of research into specific legal or related topics, including keeping updated on developments in applicable UK and other legislation and informing relevant internal stakeholders of such changes

Statutory and funder compliance

- Lead on the development and implementation of policies and procedures and adherence to statutory policies
- Prepare the organisation for GDPR, lead GDPR across the global network, and ensure ongoing compliance
- Oversee the compilation and maintenance of company registers, liaising and consulting with trustees and staff as appropriate
- Maintain up-to-date understanding of funder compliance requirements and provide support to programme teams to meet such requirements, including developing funder compliance summaries/checklists

Policies and procedures

- Develop policies, procedures, management guidance, checklists and training materials to support and embed statutory and funder compliance and operational processes across the global network
- Provide training in legal and funder compliance and operational processes as required

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| <p>Governance</p> <ul style="list-style-type: none"> • Provide expert advice to 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 • Manage the process of notarisation and legalisation of company documents for overseas • Oversee the preparation and submission of annual filing and reports required under UK Companies Act and Charity Commission requirements <p>Risk management</p> <ul style="list-style-type: none"> • Manage the organisation’s risk management process including review and update of the risk management framework, maintaining the risk register and leading risk reporting. <p>Insurance</p> <ul style="list-style-type: none"> • Review and negotiation of the terms of all insurance policies (including travel, health, property, public and employer liability, trustee indemnity etc.) to ensure that cover is adequate and at reasonable rates. Oversight of insurance claims as necessary. |
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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. |
| Contracts – Service providers | Review and negotiate agreements (solicitors etc.) |
| Legal Responsibility | Lead 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 |
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| Minimum General Education | Degree in related field or equivalent experience. Must be numerate and literate, with a high level of oral and written communication skills. |
| Job Specific Education/Qualification | Legal qualifications and a legal background. Significant Post Qualified Experience. |
| Job Specific Knowledge | Familiarity with general legal environments and frameworks. Sound basic financial literacy. |

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| | <p>Knowledge of UK charity legislation.</p> <p>Sound understanding of risk management and the ability to mitigate risk.</p> <p>Knowledge and understanding of the General Data Protection Regulation (GDPR) and the ability to ensure strict compliance across the organisation.</p> |
| Experience | <p>Broad based experience of dealing with contractual documents and working within a legal context.</p> <p>Has a proven track record in informing, influencing and training staff and management in areas of compliance and risk.</p> <p>Experience of operating within an international environment is desirable.</p> |
| Management & organisational skills | <p>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.</p> |
| Communications skills | <p>Strong verbal and written communication skills, with the flair and ability to draft documents and correspondence to the highest standards of presentation, accuracy and clarity. Ability to summarise and simplify complex information and present to range of audiences.</p> |
| Creativity & Initiative | <p>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.</p> |
| Computer Literacy | <p>Experienced user of standard Microsoft packages.</p> |
| Languages | <p>Fluent in English. Other languages (e.g. French, Dutch, Spanish, Japanese where permanent BirdLife operations exist) may be an advantage.</p> |
| Travel requirements | <p>Potential opportunity to travel abroad from time to time.</p> |
| OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES | |
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| Prepared by: | Date: |
| Carolyn Rand / Rachel Baker | August 2017 |