

The Alan Turing Institute

COMMERCIAL/DATA PROTECTION LAWYER

THE ALAN TURING INSTITUTE

There has never been a more significant time to work in data science and AI. There is recognition of the importance of these technologies to our economic and social future: the so-called fourth industrial revolution. The technical challenge of keeping our data secure and private has grown in its urgency and importance. At the same time, voices from academia, industry, and government are coming together to debate how these technologies should be governed and managed.

The Alan Turing Institute, as the UK's national institute for data science and artificial intelligence, plays an important part in driving forward advances in these technologies in order to change the world for the better.

The Institute is named in honour of Alan Turing, whose pioneering work in theoretical and applied mathematics, engineering and computing is considered to have laid the foundations for modern-day data science and artificial intelligence. The Institute's goals are to undertake world-class research, apply its research to real-world problems, driving economic impact and societal good, lead the training of a new generation of scientists, and shape the public conversation around data and algorithms.

After launching in 2015 with government funding from EPSRC and five founding universities, the Institute has grown an extensive network of university partners from across the UK and launched a number of major partnerships with industry, public and third sector. Today it is home to more than 400 researchers and a talented business team.

THE ROLE

Reporting to the General Council, the Commercial/DP Lawyer will undertake a range of legal services in support of the Institute including: legal review of a full range of contracts, data sharing agreements, licences and ad hoc agreements.

You will be providing, practical, robust and comprehensive legal advice and assistance to the Institute in respect of its activities as required.

Assisting in building the function of the legal team to support the Institute in its next phase of development through contributing to process design and implementation and developing resources such as document templates, intranet site content and training particularly in data protection issues as well as to the overall culture of the Institute. We are looking for individuals with the ability to plan and prioritise own workload and ensure stakeholders expectations are appropriately managed.

To be successful you will have proven experience of working as a team player in a changing working environment.

DUTIES AND RESPONSIBILITIES

Contract work

- To draft, review, and amend mid-range to complex contracts, including but not limited to:
- commercial contracts, and data sharing agreements;
- research and collaboration agreements;
- grant agreements and bid agreements;
- sponsorship and service agreements;

- terms and conditions for purchasing goods and services,
- NDAs;
- software and publisher licences and ad hoc agreements;
- To liaise with, take instruction from and advise the contract owner to ensure that financial, legal and reputational risks are managed effectively in a timely manner.
- To maintain an overview of the requirements for key areas of the Institute's business such as academic partnerships, enterprise and apprenticeships and maintain appropriate templates.
- To assist in developing and maintaining the Institute's repository of contracts and licences.
- To assist in training and resource creation particularly relating to data protection.

General

- Take a lead on data protection legal issues within the Institute including training, resource creation, and contributing to data protection process design and implementation
- Ensure that deeds, agreements and licences are correctly executed, retained and stored in accordance with Institute protocols.
- To assist with the design and implementation of appropriate procedures and processes to support the efficient functioning of the legal team and the wider organisation.
- To liaise effectively with external legal advisers and Institute managers/staff/stakeholders. To undertake such other ad hoc legal support tasks, as required.

PERSON SPECIFICATION

The successful candidate will have:

ESSENTIAL

- Qualified to practise as a solicitor/barrister in England and Wales and currently holding a practicing certificate.
- At least 3 years relevant post-qualification experience at a law firm or in an in-house environment.
- Proven ability to provide practical, outcome-focused legal advice and support.
- Experience in contract drafting review, interpretation and amendment. Ability to work effectively, using own initiative in a professional manner engaging stakeholders and with limited supervision retaining a collegiate working style.
- Leading on legal issues relating to data protection law.
- Very good understanding of data protection legal regimes in the UK.
- Good understanding of IP law;
- Advising on and interpreting legislation and guidance.
- Experience of liaising with lay clients from a variety of backgrounds and external legal advisors.
- Excellent communication skills including the ability to write clearly and accurately with attention to detail and being able to tailor communications to relevant audiences taking into account overarching process design.
- Ability to summarise legal issues for a lay audience.
- Ability to negotiate requirements and timescales with stakeholders.
- A practical approach to problem solving.
- Proficient in use of Word and Outlook or similar email, Share-point, and Power-point.
- Knowledge of law and regulation relevant to position including the Turing's status as a charity.
- An understanding of Equality and Diversity issues and a willingness to contribute to the creation of a diverse and inclusive working culture.

- A methodical approach to work with a meticulous attention to detail
- Willingness to learn new areas of law and wider social issues, in particular relating to the field of artificial intelligence.

DESIRABLE

- Post graduate qualifications would be an advantage.
- Understanding of or interest in artificial intelligence., data science and innovation would be an advantage.
- Previous experience of dealing with higher education or research institutes would be an advantage.
- Knowledge of corporate/institutional governance structure and procedures in the charitable sector.
- Experience of working in a start-up or changing working environment comfortably and embracing change
- In-house experience would be an advantage.
- Evidence of ability to resolve issues without any pre-defined solutions.
- Experience of working in a regulated industry in particular a charity.

APPLICATION PROCEDURE

If you are interested in this opportunity, please contact Elaine Rippon on 07974 451599 or email elaine.rippon@oakleighresourcing.co.uk

CLOSING DATE FOR APPLICATIONS: 25 August 2019

TERMS AND CONDITIONS

This full-time post is offered on a permanent basis and a salary of £55,000-60,000 (negotiable dependent on skills and experience) plus excellent benefits. <https://www.turing.ac.uk/work-turing/why-work-turing/employee-benefits>

EQUALITY, DIVERSITY AND INCLUSION

The Alan Turing Institute is committed to creating an environment where diversity is valued and everyone is treated fairly. In accordance with the Equality Act, we welcome applications from anyone who meets the specific criteria of the post regardless of age, disability, ethnicity, gender, gender reassignment, marital and civil partnership status, pregnancy, religion or belief or sexual orientation. Reasonable adjustments to the interview process can also be made for any candidates with a disability. Happy to talk flexible working.

Please note all offers of employment are subject to continuous eligibility to work in the UK and satisfactory pre-employment security screening which includes a DBS Check.

Full details on the pre-employment screening process can be requested from HR@turing.ac.uk.