

The Alan Turing Institute

SENIOR LEGAL ADVISER

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 500 researchers, a rapidly growing team of in house research software engineers and data scientists and a business team.

BACKGROUND

This role is a new role within the Legal Team and has been created to support the Legal Team and the Turing with a growing workload. The Legal Team is part of the Office of the General Counsel which also covers the Data Protection Team and the Corporate Governance Function at the Turing. This is an exciting time to join the organisation and undertake interesting work regarding the legal aspects of research into data science and artificial intelligence.

ROLE PURPOSE

Reporting to the General Counsel, the Senior Legal Adviser will undertake a range of legal services in support of the Institute including: legal review of a full range of contracts, licences and ad hoc agreements. The Legal Team is a small and friendly team which has a variety of resources, such as a templates tool-kit and junior paralegal resource.

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 relating to contracts and transaction modelling 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. You will also be required to work with and support the junior members of the team.

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

DUTIES AND AREAS OF RESPONSIBILITY

Contract work

- To confidently draft, review, and amend mid-range to complex UK and international contracts with a variety of partners (from private and public sector, higher education organisations, and the third sector), including but not limited to:

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- commercial contracts,
 - research and collaboration agreements,
 - grant agreements and bid agreements;
 - sponsorship and service agreements;
 - terms and conditions for purchasing goods and services,
 - NDAs,
 - data sharing agreements; and
 - software and publisher licences and ad hoc agreements.
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- To liaise with and advise the contract owner to model complex transactions appropriately in the context of the Turing and its complex operating environment ensuring that financial, legal and reputational risks are managed effectively in a timely manner and in accordance with corporate policies and risk management profiles.
 - To liaise and support the contract owner in contract negotiations in particular on risk assessment, risk mitigation and risk management.
 - To liaise and support the contract owner in contract negotiations in accordance with Turing policies and making appropriate recommendations where applicable, including escalation of matters for approval in accordance with the Turing's Delegation of Authority Policy.
 - To assist in developing and maintaining the Institute's contract templates, legal guidance and policies.
 - To assist in training and resource creation particularly relating to contracting.

General

- 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.
- Have an understanding of, and ability to develop knowledge in, other associated areas of legal and regulation relating to the Turing such as export regulations, state aid and its development, data protection, IP and open sourcing and how it translates into application to the Turing and its contracts, risk management and processes.
- To liaise effectively with external legal advisers and Institute managers/staff/stakeholders. To undertake such other ad hoc legal support tasks, as required.

Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities. This job description is written at a specific time and is subject to changes as the demands of the Institute and the role develop

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PERSON SPECIFICATION		
Skills and Requirements Post holders will be expected to demonstrate the following	Essential (E) Desirable (D)	Tested at application(A) Tested at interview (I)
Education/Qualification		
Qualified to practise as a solicitor in England and Wales and currently holding a practicing certificate.	E	A
Postgraduate qualification.	D	A
Knowledge and Experience		
Extensive post-qualification experience at a law firm and in an in-house environment.	E	A/I
Good understanding of IP law.	E	A/I
Proven ability to provide practical, outcome-focused legal advice and support.	E	A/I
Solid experience in transaction modelling, contract drafting, review, interpretation, amendment and finalisation.	E	A/I
Good understanding of data protection legal regimes in the UK and general IP issues.	E	I
Experience in advising on and interpreting legislation and guidance.	E	I
Experience of liaising with lay clients from a variety of backgrounds and external legal advisors.	E	I
Ability to explain legal positions clearly and succinctly striking the right balance between robustness and diplomacy.	E	I
Ability to summarise legal issues for a lay audience.	E	I
Knowledge of law and regulation relevant to position including the Turing's status as a charity.	E	A/I
Previous experience of dealing with higher education or research institutes.	D	A/I
Knowledge of corporate/institutional governance structure and procedures in the charitable sector.	D	A
Experience of working in a start-up or changing working environment comfortably and embracing change.	D	I
Experience of working in a regulated industry in particular a charity.	D	A
Acts as an authority or expert in their field/area of expertise. Advice is sought by others (internally and externally) working in the same area/field.	E	I
Leads the technical or professional development of own area of expertise within the organisation. Uses expertise in their area to shapes and influence organisational policy and strategic development.	E	I

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Communication		
Excellent communication skills including the ability to write clearly and accurately with attention to detail and being able to tailor communications to relevant audiences.	E	I
Uses appropriate styles and arguments to present, influence and negotiate satisfactory outcomes	E	I
Service Delivery		
Ability to work effectively, using own initiative in a professional manner engaging stakeholders and with limited supervision.	E	I
Adapts services and systems to meet customers' needs and identifies ways of improving standards.	E	A
Actively promotes and defines performance standards for the service area that support the achievement of organisational objectives.	E	A/I
Decision Making		
Independently makes complex decisions at an operational or strategic level.	E	I
Provides advice and guidance at the highest strategic level on issues that have a significant and long-lasting effect on the whole organisation.	E	A/I
Planning and Organising		
Ability to negotiate requirements and timescales with stakeholders.	E	A/I
A methodical approach to work with a meticulous attention to detail.	E	A
Initiative and Problem Solving		
Ability to identify risks and provide solutions to mitigate the risks.	E	A/I
A practical approach to problem solving.	E	A/I
Evidence of ability to resolve issues without any pre-defined solutions.	D	I
Resolves complex problems that occur infrequently where guidance, if available, is not specific.	E	I
Assesses risk and takes action to prevent adverse impact on the organisation while identifying solutions.	E	I
Team Development		
Willingness to learn new areas of law and wider social issues, in particular relating to the field of artificial intelligence.	E	A/I
Other Requirements		
Understanding of or interest in artificial intelligence., data science and innovation.	D	A/I
Flexible attitude towards work.		A/I
Commitment to EDI principles and to the Organisation values.	E	I

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OUR VALUES

The Alan Turing Institute is committed to equality diversity and inclusion and to eliminating discrimination. All employees are expected to embrace, follow and promote our [EDI Principles](#) and [Rules of the Game](#)



Respect – We treat everyone with respect, dignity and kindness and acknowledge the experiences, skills and contributions of others.

Trust - We communicate openly and honestly to support an environment where we have trust in each other.

Transparency – We seek to ensure that everyone understands the how and the why of our decisions and actions. We take on board to feedback when those decisions are challenged.

Inclusivity – We are committed to continuously learning how to be more inclusive by listening to those facing barriers.

Leadership – We recognise creating an inclusive, diverse and equitable institute requires leadership from all. We stand up and speak out when change is needed.

Integrity – We recognise that how we work is as important as our outputs and seek to exemplify best practice in all our decisions.

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APPLICATION PROCEDURE

If you are interested in this opportunity, please click the apply button below. You will need to register on the applicant portal and complete the application form including your CV and covering letter. If you have questions about the role or would like to apply using a different format, please contact us on 020 3970 2148 or 0203 862 3340, or email recruitment@turing.ac.uk.

CLOSING DATE FOR APPLICATIONS: Sunday 24 October 2021 at 23.59

TERMS AND CONDITIONS

This full time post is offered on a permanent basis. The annual salary is £60,000 to £65,000 plus excellent benefits, including flexible working and family friendly policies, <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 reassignment, marital or civil partnership status, pregnancy and maternity, religion or belief, sex and sexual orientation.

We are committed to building a diverse community and would like our leadership team to reflect this. We therefore welcome applications from the broadest spectrum of backgrounds.

Reasonable adjustments to the interview process will be made for any candidates with a disability.

Please note all offers of employment are subject to obtaining and retaining the right 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.