

Job description

Job title	Head of Legal Affairs
Department	Management Services
Location	London, UK
Reporting to	Managing Director
Responsible for	N/A
Liaison with	Senior Managers Staff (UK & Overseas) External Agencies
Hours	80% - Full Time
Type of contract	Permanent
Organisation	
<p>Options Consultancy Services Limited (Options) was established in 1992 and is a wholly owned subsidiary of Marie Stopes International. Options is a leading provider of technical and management expertise in the health and social sectors in developing countries, mostly in Africa and Asia. We work in partnership with national and state governments, international development agencies, the private sector and civil society to strengthen programmes and policies to support the achievement of the Millennium Development Goals in health and poverty reduction.</p> <p>We are contracted as a service provider by international donors, in particular the UK Government's Department for International Development (DFID), to manage programmes and provide expertise to support the strengthening of health service delivery. Our specialist technical expertise is in sexual and reproductive health, maternal new-born and child health, HIV and AIDS, citizen voice and accountability, gender, social inclusion and equity. Most "Client Contracts" range in financial value between £100,000 and £20 million for programmes with a duration of up to five years.</p>	
Main purpose of job	
<p>The Head of Legal Affairs leads Options' management of legal issues and is responsible for the provision of legal and compliance advice and professional guidance relating to:</p> <ol style="list-style-type: none"> a. Client Contracts. These are the company's main contracts with its clients, most especially DFID b. Consortium Contracts. These are the agreements between the company and its Partner Organisations. Where Options is a prime contractor on a Client Contract, Options will usually enter into subcontracts with Partner Organisations. Where a Partner Organisation is the prime contractor on a Client Contract, Options will be a subcontractor. Both cases are preceded with a "Teaming Agreement" which sets out broad terms of the intended future contract. c. Consultant Contracts. These are contracts between the company and individuals for consultancy services. They are based on standard templates and adapted for each assignment by Options' Programme Managers. d. Commercial Contracts. These are contracts for the supplies of services, including those covering office and insurance arrangements. e. Due Diligence and Compliance. Management of Options' due diligence process and monitoring the application of compliance related policies and procedures as appropriate. 	

The post holder will, on occasions, need to seek external advice and second opinion.

Note: Employment contracts will not be the responsibility of the post holder but will be required to support the HR Manager on ad hoc employment queries UK and international.

Main duties

a. Client Contracts

Review and advise on Client Contracts issued by clients.

Assist in the identification and negotiation of Client Contract deliverables.

Instruct and inform Options' staff about the content and conditions of contracts.

b. Consortium Contracts

As appropriate, draft or review/advise on the construction and content of Teaming Agreements.

Draft sub contracts with prospective Partner Organisations following on from the Teaming Agreement.

Review all sub contracts issued by Partner Organisations, advising on any changes required and contributing to the negotiation process as necessary.

c. Consultant Contracts

Oversee the contracting procedures for engaging the services of consultants.

Provide advice for the drafting of specific Consultant Contracts as needed.

d. Commercial Contracts

Draft and negotiate a range of commercial contracts pertaining to Company operations.

e. Due Diligence and Compliance

Manage the due diligence process including reviewing and managing Due Diligence and carrying out vetting checks, escalating areas of concern to Options' directors, and making improvements where necessary

Monitor the application of compliance-related policies and procedures as appropriate, providing leadership for business-critical areas of compliance including UN Global Compact Code (Anti corruption element) and Anti-Trafficking legislation.

Draft policies where necessary to ensure donor and client compliance requirements are addressed.

f. General management of legal affairs

Review the company's standard documentation, such as templates for Consortium Contracts, Teaming Agreements and Consultant Contracts, to ensure they remain comprehensive, compliant, up-to-date and in line with best practice.

Provide leadership on all legal aspects affecting the business through participation in Options' Operational Management Group, including making recommendations for systems that govern contracting procedures any improvements to operational processes.

Devise, organise and run training sessions on key contracting and compliance issues for staff as necessary including training on Anti-Fraud & Bribery and GDPR.

Engage with staff that have responsibilities pertaining to the legal operations in Options' international offices, providing leadership and guidance for ensuring compliance practices and procedures are implemented in the international teams.

Advise the directors on appropriate entities for operation in different country contexts, including instructing or assisting overseas counsel in the registration and maintenance of overseas entities and thereafter ensure ongoing compliance of such entities.

Provide advice on the legal requirements for maintaining Options' associated charitable entity, Options for International Health

Maintain insurance for the business and responsibility for annual renewal.

Provide ad hoc advice to the business on all areas of law including Property advice, GDPR, Intellectual Property and Procurement.

Note: this job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the job holder.

Signed by:

Date:

Person specification

Criteria	Essential	Desirable
Qualifications		
Law Degree or equivalent level legal qualification (English Law) such as CILEx	✓	
Experience		
Significant experience in legal and business affairs in similar organisations, or large international non-government organisations (INGOs) or in a relevant government department	✓	
Experience of working in procurement of services with international organisations		✓
Experience of providing statutory and compliance advice including advising on data management and protection issues	✓	
Lawyer with a minimum of 2 years' PQE gained in private practice or in-house		✓
Knowledge and Skills		
Extensive knowledge of English contract law	✓	
Experience of company registration issues in developing countries		✓
Knowledge of contract issues relating to the Department for International Development or other large donors		✓
Excellent writing skills and the ability to translate complex material into clear and concise materials	✓	
Excellent negotiation and presentational skills and the ability to communicate effectively at all levels and across cultures	✓	
Proficient computer literacy	✓	
Strong project management skills and the ability to work to deadlines, under pressure and to take projects forward without supervision	✓	
Proven skills in contracting with external agencies.	✓	
Personal Qualities		
Highly organised and methodical approach to managing work	✓	
Ability to work on your own and independently lead this area of Options' business	✓	
Openness to working in an environment that includes flexible working conditions	✓	
Other Requirements		
Commitment to equal opportunities and the principles of safeguarding	✓	

Understanding of the field in which Options operates

Mobility for occasional international travel

✓

✓