



Candidate information pack

In House Lawyer

What we do...

Bloom offers a dynamic supply chain providing the public sector with a marketplace to buy and manage professional services.

We ensure delivery of quality outcomes from our pre-approved and ever-growing network of suppliers and consultants. Our fully compliant open access marketplace is outcomes based meaning the public sector only pays for what is delivered.





A message from our CEO

"I am passionate about Bloom and what we believe in, where we're going, and how we'll get there.

Our purpose, essence, proposition, and trademark behaviours bind us together to form our commitment culture and help us grow both individually and collectively. Our culture influences how we treat one another each day and the behaviours we reward. It creates an environment where everyone is real and true and that is something we all are proud of.

It also drives growth and long-term financial sustainability. We value individuality and diversity and that's what allows us to work together to create innovative approaches for our customers, which sits alongside our deep expertise in enabling brilliant outcomes.

Bloom is growing rapidly; we are naturally curious, and our journey has only just begun. We are investing in our people and technology and have big plans for the future.

So, if you think all that sounds interesting then you should consider joining us and being part of it, you'd be working with some great individuals in a great business that cares about its people and customers."

Amabel Grant – Bloom Procurement Services CEO



Our vision...

To be the go-to solution for
professional services.



Our mission...

To deliver a world class experience
for our buyers and suppliers, using
our expertise and technology



Our purpose...

Enabling brilliant outcomes today, that
build a better tomorrow



Trademark behaviours

Our trademark behaviours aren't just behaviours, they're our language and an essence of everything we do.

The most successful cultures are the ones that work together in a harmonious way. This is something that we realise and are truly passionate about.

We want everyone who joins Bloom to feel a part of our team. We strive for our people to know that their role is equally important and contributes to the whole Bloom mission. This includes you.

We have our trademark behaviours in place to ensure we're all pulling in the right direction, together as one.

Our trademark behaviours are...



Benefits you receive working for Bloom



Company bonus scheme



Simply Health cash back plan



Beyond cashback card – earn on your everyday spend



Hybrid working & flexibility



A day off for your birthday – because you deserve it!



Learning and Development Opportunities – individual personal development plans



25-day holiday allowance - increasing with length of service to a maximum of 29 days plus bank holidays



Employee Assistance Programme – for the time you need support



Death in Service – four times your salary



Buy up to 5 additional days holiday



Company Pension Scheme



One day to give back via volunteering



Grab a Grand referral scheme



Employee Voice – Hive HR Engagement Survey and Open Door



Company social events



Electric Vehicle salary sacrifice scheme



Hive Fives - Little messages big miles recognition portal. Everyone deserves a pat on the back.



Cycle to Work scheme

In House Lawyer

Remote, starting salary £27k ,+10% potential bonus

Reporting to Head of Legal



Key Accountabilities

- Drafting, reviewing and negotiating a broad range of commercial contracts to best protect the commercial and legal interests of the business and create added value.
- Formulating, drafting and negotiating a range of agreements in relation to the development of existing and new projects.
- Continually improve standard contracts and guidance to reflect improvements and changes to processes and legislation.
- Assist with the control and documentation of the business contracting process, including appropriate document management system for finalised contracts.
- Support to ensure legal compliance across the business with relevant laws and regulations (e.g. governance and data protection laws).
- Providing training, guidance and updates to stakeholders on legal and compliance matters
- Answer, in accordance with business strategy and values, daily ad hoc procurement and other legal queries raised by the business.
- Identify potential areas of risk and liability and advise on strategy for avoidance, minimisation and/or mitigation, and escalate any material issues within business and legal department where required.
- Attend internal meetings and be involved in tactical and strategic discussions.
- Attend meetings and engage in discussions with various external stakeholders.
- Liaise and assist in the management of external legal counsel and monitor usage of external legal resource by the business.

Purpose

Supporting our Legal Counsel in the delivery of the business legal function

Key Performance Indicators

- Managing own workload and supporting the legal team with its workload.
- Responding to requests in a timely manner within expected targets.
- Understanding the business from a technical and commercial viewpoint and providing accurate advice to stakeholders.
- Demonstrating an ability to learn new skills/knowledge and adapt existing skills/knowledge to meet requests for legal assistance

Mindset, Behaviours, Skills and Knowledge

Behaviour, Mindset and Attitude

We are looking for role holder to be able to demonstrate the following behaviour:

- Behaviours that are in line with our Trademark Behaviours such as:
- Collaborate closely with the Legal Counsel and other members of the team to deliver our legal function effectively.
- Engage in open communication and teamwork during team meetings.
- Act with integrity and professionalism when dealing with internal and external stakeholders.
- Provide genuine, accurate and pragmatic advice on legal matters, including identifying potential areas of risk and liability.
- Demonstrate a willingness to learn and adapt to changes in processes, legislation and business needs.
- Stay informed about legal developments, regulations and industry trends.
- Proactively seek solutions to complex legal issues and explore innovative approaches to improve legal compliance and efficiency.

Skills, Know-how and Experience

Essential:

- Demonstrable experience as a paralegal dealing with English law.
- Commercial contracts experience gained either in an in-house role or in private practice.
- Experience of providing support in a broad range of legal matters including governance, regulatory, policy, process and investigation.
- Good analytical skills.
- Excellent influencing, interpersonal and communication (written and verbal) skills.
- Able to build relationships across a diverse and predominantly home-based organisation.
- An ability to operate in a fast-paced commercial environment whilst managing conflicting deadlines.

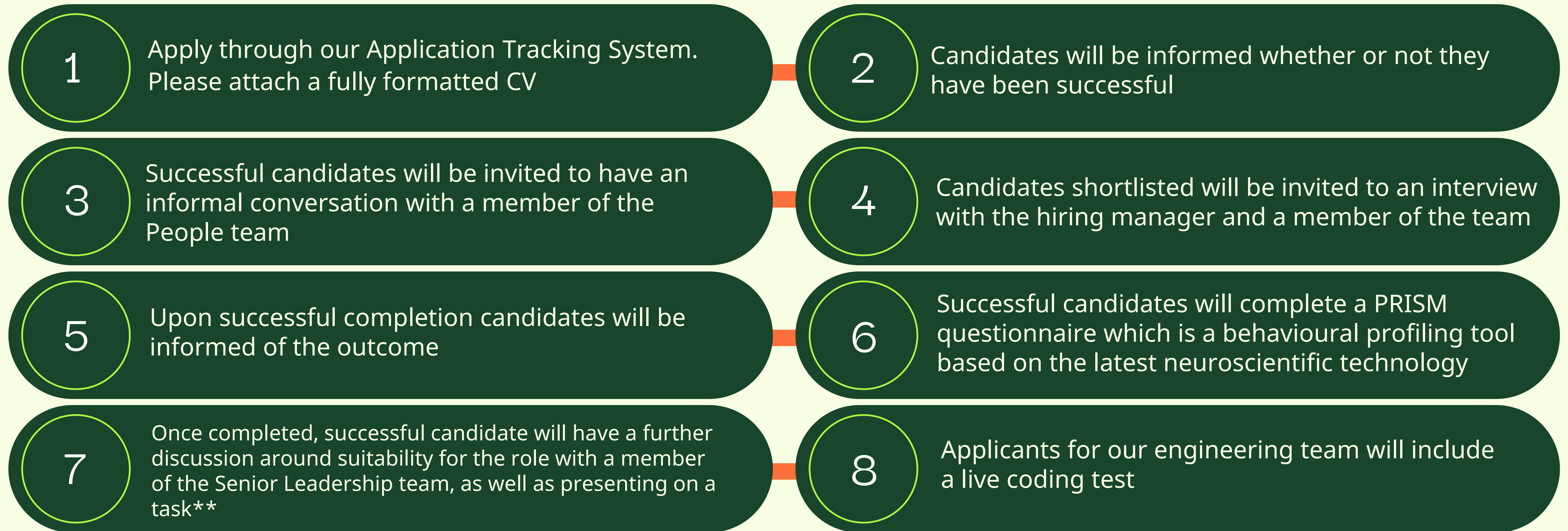
Desirable:

- Experience in advising a public sector facing business.
- Experience of the consultancy and professional services sector.
- Knowledge of litigation or construction law and/or data protection regulations and policies.
- A track record of collaboration, problem-solving and developing solutions to complex legal issues.
- A willingness to investigate operational issues in the context of incident management, process improvement or regulatory engagement.

Technical / professional qualifications:

- An experienced paralegal (preferably with an LPC), Solicitor authorised by the SRA to practice in England and Wales, a CILEX Lawyer or a Legal Executive.

The Recruitment Process



**Dependent upon role. You will be informed and will be given plenty of time to prepare for the task!

What some of our employees say about us...



"Bloom is a company where innovation and passion run throughout each department, and I think that is the key to its success.

I would say the best thing about working at Bloom would be the people - everyone goes above and beyond to help and provide insight if needed.

Working in the Commercial Team has given me the opportunity to utilise my skill set to bring a positive change to the public sector through professional services. This supported by a flexible working environment makes Bloom an amazing place to work. "



I joined Bloom in April 2021 with one year's PQE. I had known a little bit about Bloom - what it does and how it operates with clients and suppliers - but I was yet to learn all about the ins and outs of the Bloom world.

I have been at Bloom for almost a year now and during this time I have met such wonderful people and have learnt a lot! I had no experience of procurement or contracts before joining, but with the help of my manager and the rest of Bloom, I am now in a position where I can confidently say I am good at my job.



At Bloom we are making a real societal difference.

I have had the pleasure of working with some fantastic customers and supporting impactful and critical projects across the UK; from major regeneration projects that elevate the lives of local residents, to complex healthcare projects, ensuring patients continue to receive the exceptional levels

of care from our inspiring front-line workers.

This wouldn't all be possible if it wasn't for the Bloom community, who all play an integral role within the business. Brilliant, selfless, and knowledgeable individuals who are passionate about what they do.

Interested? Apply today!

We look forward to receiving your application.

