



Junior Legal Counsel

Corporate Services, Idox Group
Glasgow, Theale, Hillsborough or Home Working

About the role

Idox is recruiting for a Junior Legal Counsel to join its developing Legal Team supporting our UK and international businesses. You will have core experience in drafting and reviewing commercial contracts, with a desire to support the wider business with project specific work, whether dealing introducing new processes such as GDPR compliance across the group, support M&A activity, or supporting training initiatives.

The Legal Team plays an integral role in supporting stakeholders across the Idox organisation by advocating the company's best interests and advising on legal issues relevant to the business. We are looking for a qualified lawyer with a genuine interest in commercial law and is happy to work autonomously as well as in a team. Working for Idox means you will be joining a fast-paced, ever-changing corporate environment. You will be part of the integrated, wider Corporate Services community which supports Idox (an AIM listed company). Please follow the link for further information: <https://www.idoxgroup.com>

In particular, we are interested in hearing from candidates who have worked in the Tech sector before, in-house or in practice, and therefore have an understanding of Software and IT Solutions (for example - bids, licensing, procurement, renewals, sales and supply). You will have regular contact with Executive Management across the business and will interact with operational staff, UK and International. You will apply your expertise to a range of commercial activities and compliance requirements, applying rigor and contract due diligence, keeping Idox in line with best practice and current commercial contract law.

You will get the chance work in a small legal team making real impacts and will have the opportunity to learn and develop new skills.

Key Responsibilities:

- Drafting, reviewing and negotiating a variety of legal and commercial contracts such as professional services, client contract agreements, supply agreements, software licensing agreements, framework contracts, internal business policies, contract templates, data privacy and other technology agreements;
- supporting on business wide projects and liaising extensively with internal stakeholders;
- continuously improving and maintaining the contracts database and workflows;
- effectively manage deliverables in a fast moving environment;
- Provide legal support in all kinds of commercial activity, including due diligence, compliance, M&A, and corporate work.

To be successful, you'll need to be:

- A qualified Solicitor (in any UK jurisdiction) with more than 1 year of PQE;
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- Possess strong commercial acumen and experience of drafting, negotiating and reviewing a wide variety of commercial and technology contracts, with a solid knowledge of contract law, employment law, IP, public procurement and regulatory compliance;
- A flexible and robust person who can work well and prioritise work from diverse internal stakeholders under tight delivery dates;
- Clear and concise communication skills and can present complex legal risks in a format which is relevant and appropriate;
- Work both autonomously and as part of a small team collectively advising both the global functional and cross functional teams;
- Supporting and working alongside senior stakeholders across the business;
- Contribute to improving the contracting cycle and internal processes to help scale for growth by assisting with the drafting and implementation of templates and policies; and
- Possess keen commercial awareness and have an understanding of legal and reputational issues relevant to the business (including, sales & marketing, promotions, advertising, consumer and data privacy laws, competition law, finance issues and commercial contracts).

Additional desirable qualities:

- Fluent in another European language would be beneficial

Applications will be responded to quickly, in person – please include full contact details including a phone number where you can be reached during the day.

About Idox plc

Idox is the leading applications provider to UK local government for core functions relating to land, people and property, such as its market leading planning systems and election management software. Over 90% of UK local authorities are now customers. Idox provides public sector organisations with tools to manage information and knowledge, documents, content, business processes and workflow as well as connecting directly with the citizen via the web, and providing elections management solutions. It also supplies in the UK and internationally, decision support content such as grants and planning policy information and corporates compliance services. Idox delivers engineering document control, project collaboration and facility management applications to many leading companies in industries such as oil & gas, architecture and construction, mining, utilities, pharmaceuticals and transportation in North America and around the world.

The Group employs c.650 staff located in the UK and worldwide, including Asia, Europe and North America. Idox has offices and teams throughout the UK and therefore travel will be required.

The Benefits

This post commands a competitive salary depending upon experience, along with an excellent benefits package.



How to apply

Applicants should submit a CV, and a short cover letter (*maximum 500 words - including salary expectation, and current remuneration*) explaining why they feel they would be suited to this role to Join.Us@idoxgroup.com.

Please note successful applicants will need to satisfy the BPSS guidelines (Baseline Personnel Security Standards) which consist of the receipt of satisfactory references covering the last 3 years of employment; an identity check; verification of eligibility to work in the UK; and a Basic Disclosure Check. This is in order to help us make safer recruitment decisions and prevent unsuitable people from working with access to personal and sensitive data.

Privacy Notice

As part of the recruitment process we will collect data about you in a variety of ways including the information you would normally include in a CV or a job application cover letter, or notes made by our recruiting officers during a recruitment interview.

Please read the Idox Recruitment Data Privacy Policy here <http://www.idoxgroup.com/privacy.html>
