



Job Specification

Position	Legal and Compliance Assistant
Reporting to	Legal and Compliance Officer & DPO
The Company	<p>Brigade Electronics, established in 1976, is at the pinnacle of commercial vehicle and mobile plant safety. A founder and innovator of sensing and monitoring systems that have helped save countless lives across the globe for over forty years.</p> <p>Whilst our portfolio can be emulated, our commitment to vehicle safety, our reliable, trusted products and our dedicated team of experts, cannot. We invest in people as well as technology. Everyone in the Brigade family understands the life-changing significance of the products and service we provide and the importance of outstanding systems that work in the most demanding of situations.</p> <p>The Brigade Group organisation is based in the UK and has subsidiary companies in the USA, Canada, Germany, France, Italy, The Netherlands and Poland, and selling in to over 80 countries world-wide via our National Distributor network</p>
Purpose of Role	Due to continuous success we are recruiting for a Legal and Compliance Assistant to support the Legal and Compliance Officer & DPO. This is a newly reacted position and will involve assisting in general legal and compliance tasks and activities. The role will be based at Brigade HQ near Dartford.
Key Responsibilities	<ul style="list-style-type: none"> • Compliance: <ul style="list-style-type: none"> ○ Support and assist with the implementation and management of regulatory compliance programmes ○ Support and assist with the implementation and management of the ISO27001 management system. • Legal <ul style="list-style-type: none"> ○ Support the Legal and Compliance Officer and DPO in providing legal advice and assistance to the business.

	Document title Job Description - Legal and Compliance Assistant		Page 1 of 4
	Revision no. 1	Issue Date March 2020	

	<ul style="list-style-type: none"> • DPO <ul style="list-style-type: none"> ○ Support the DPO to ensure continued compliance with the GDPR and UK Data Protection Act 2018.
<p>Key Tasks, but not limited to</p>	<ul style="list-style-type: none"> • Draft, review and proof-read commercial contracts. • Conduct general legal research on an ad hoc basis. • Prepare legal advice. • Liaise with 3rd party advisors. • Assisting with ad hoc and ongoing tasks and projects in respect of the ISO27001 management system, including updating registers and policies/procedures and assisting with staff awareness and training programs. • Assisting the Legal and Compliance Officer with implementing and monitoring of regulatory compliance programmes, including Anti-Bribery and Corruption and Modern Slavery. • Supporting the DPO in: <ul style="list-style-type: none"> ○ drafting, reviewing and updating documents, policies, procedures and registers required under the GDPR and Data Protection Act 2018 ○ dealing with data protection issues and queries, including breaches ○ conducting research and liaising with the ICO when required • Updating and populating the Legal and Compliance page on the intranet. • General administrative support and tasks as required.

Person Specification

Essential	Desirable	
<p>Education and Training</p> <p>1 Educated to degree level (Legal studies) / Certificate in Paralegal studies / Diploma in Legal Practice</p>	<p>NQ or 1-year PQE commercial solicitor</p>	
<p>Experience and Skills</p> <p>1 Sound legal background and basic commercial/contract law knowledge.</p> <p>2 Excellent oral and written communication skills.</p> <p>3 Possess excellent planning and organisational skills.</p> <p>4 Intermediate knowledge of MS Office applications, including Excel, Visio, Word and Power Point</p>	<p>Experience in ISO Standards</p> <p>Good understanding and working knowledge of the Bribery Act 2010, Modern Slavery Act 2015 and Data Protection Act 2015</p> <p>Good understanding and working knowledge of GDPR.</p>	
<p>Personality and Motivation</p> <p>1 A highly motivated individual; self-starter.</p>		
<p>Interpersonal Skills</p> <p>1. Ability to work independently as well as part of a team.</p> <p>2. Possess the relationship skills necessary to work effectively in a global corporate organisation.</p>		
	<p>Document title Job Description - Legal and Compliance Assistant</p> <p>Revision no. 1</p> <p>Issue Date March 2020</p>	<p>Page 3 of 4</p>

Communication & language skills 1 Excellent command of the English language, both verbal and written	Another European language would be advantageous but not essential
Other requirements 1. Innate time manager 2. Flexibility to work beyond business hours when necessary	