




## Job Specification

<b>Position</b>	Legal & Compliance Advisor					
<b>Reporting to</b>	Legal and Compliance Officer & DPO					
<b>The Company</b>	<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>					
<b>Purpose of Role</b>	Brigade now needs a Legal and Compliance Advisor, based at HQ near Dartford, to support and assist the business and the Legal and Compliance Officer and DPO in respect of general legal and compliance tasks and activities.					
<b>Key Responsibilities</b>	<p><b>Compliance:</b></p> <ul style="list-style-type: none"><li>• Support and assist with the implementation and management of regulatory compliance programmes, including Supply Chain Management.</li><li>• Support and assist with the implementation and management of the ISO27001 management system.</li></ul> <p><b>Legal</b></p> <ul style="list-style-type: none"><li>• Support the Legal and Compliance Officer and DPO in providing legal advice and assistance to the business.</li></ul>					
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	<p><b>DPO</b></p> <ul style="list-style-type: none"> <li>• Support the DPO to ensure continued compliance with relevant data protection legislation.</li> </ul>
<p><b>Key Tasks, but not limited to</b></p>	<ul style="list-style-type: none"> <li>• Conduct general enquiries or research on an ad hoc basis in relation to legal, compliance or data protection matters.</li> <li>• Liaise with 3<sup>rd</sup> party advisors, including lawyers, insurance and information security consultants.</li> <li>• Dealing with internal legal requirements/instructions and providing relevant assistance and advice to relevant stakeholders, including:             <ul style="list-style-type: none"> <li>○ Reviewing and drafting of various contracts and legal documents, including templates for ongoing business use;</li> <li>○ Advising internal stakeholders and the business in relation to legal matters, including contracts, legal risk and compliance;</li> <li>○ Liaising and negotiating with relevant counterparts;</li> <li>○ Generally serving as a central contact for internal stakeholders in relation to legal matters/enquiries.</li> </ul> </li> <li>• Assisting the Legal &amp; Compliance Officer in implementing and maintaining:             <ul style="list-style-type: none"> <li>○ an internal legal instruction and case management framework.</li> <li>○ Legal contract/document register.</li> <li>○ Legal register.</li> </ul> </li> <li>• Dealing with correspondence and the collation of information/documentation for purposes of disclosure in legal matters.</li> <li>• Dealing with ad hoc and ongoing tasks and projects in respect of the ISO27001 management system, including reviewing and updating</li> </ul>

	<p>registers and policies/procedures and assisting with staff awareness and training programs. In particular:</p> <ul style="list-style-type: none"> <li>○ Managing the Management Action Log, ISMS Quality Control Register and Monitoring &amp; Measurement register</li> <li>○ Annual review of all policies and procedures</li> <li>○ Drafting roles and responsibility information sheets</li> <li>○ Arrange and manage relevant ISMS team meetings</li> <li>○ Conduct ISMS inductions for new starters</li> <li>○ Assisting with internal and external audits</li> </ul> <ul style="list-style-type: none"> <li>● Assisting the Legal and Compliance Officer with implementing and monitoring of regulatory compliance programmes, including Anti-Bribery and Corruption, Corporate Social Responsibility, Sanctions and Modern Slavery, to include:             <ul style="list-style-type: none"> <li>○ Drafting, reviewing and updating policies, procedures and registers</li> <li>○ Conducting, reviewing and updating Risk assessments</li> <li>○ Consulting and collaborating with departments to implement policies and procedures</li> <li>○ Providing staff awareness and training</li> </ul> </li> <li>● Assisting the GMM Supply Chain Management Project team in implementing regulatory supply chain compliance.</li> <li>● Supporting the DPO in:             <ul style="list-style-type: none"> <li>○ drafting, reviewing and updating documents, policies, procedures and registers required under the UK GDPR and Data Protection Act 2018</li> <li>○ conducting data privacy impact assessments and legitimate interest assessments</li> <li>○ dealing with data protection issues and queries, including breaches, and updating the data breach/incident register</li> <li>○ conducting research and liaising with the ICO when required</li> <li>○ acting as deputy DPO</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"><li>○ supporting Brigade's global subsidiaries in complying with data protection obligations</li><li>○ providing staff awareness and training</li><li>○ implementing and maintaining document retention policies and procedures</li><li>● Updating and populating the Legal and Compliance, Data Protection as well as ISO27001 intranet pages.</li><li>● General administrative support and tasks as required.</li></ul>
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## Person Specification

Essential	Desirable
<p><b>Education and Training</b></p> <ol style="list-style-type: none"> <li>1 Educated to degree level</li> <li>2 Data Protection qualification</li> </ol>	<p>Paralegal, NQ or 1 year PQE commercial solicitor</p> <p>Compliance qualification</p>
<p><b>Experience and Skills</b></p> <ol style="list-style-type: none"> <li>1 Excellent oral and written communication skills.</li> <li>2 Possess excellent planning and organisational skills.</li> <li>3 Intermediate knowledge of MS Office applications, including Excel, Visio, Word and Power Point</li> </ol>	<p>Legal background and basic commercial/contract law knowledge</p> <p>Experience in ISO Standards</p> <p>Good understanding and working knowledge of the Bribery Act 2010, Modern Slavery Act 2015 as well as general supply chain compliance</p> <p>Good understanding and working knowledge of data protection, including the UK Data Protection Act 2018, UK GDPR and EU GDPR.</p>
<p><b>Personality and Motivation</b></p> <ol style="list-style-type: none"> <li>1 A highly motivated individual; self-starter.</li> </ol>	
<p><b>Interpersonal Skills</b></p> <ol style="list-style-type: none"> <li>1. Ability to work independently as well as part of a team.</li> <li>2. Possess the relationship skills necessary to work effectively in a global corporate organisation.</li> </ol>	



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