



## Job Specification

<b>Position</b>	In-house Lawyer
<b>Reporting to</b>	General Counsel & 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>	Due to business growth, Brigade now needs an in-house Lawyer, based at HQ near Dartford, to support the General Counsel and DPO and act as a go-to legal advisor on a range of legal matters and ad-hoc queries with exposure to stakeholders at every level of the organisation, globally.
<b>Key Responsibilities</b>	<ul style="list-style-type: none"><li>• Provide pragmatic legal advice and assistance to internal stakeholders and business functions/entities located in multiple international jurisdictions.</li><li>• Manage, support and assist with legal compliance programmes.</li><li>• Support the DPO in providing internal advice and assistance on privacy matters and ensuring continued corporate compliance with relevant data protection legislation.</li></ul>


	Document title Job Description – In-house Lawyer		Page 1 of 5
	Revision no. 3	Issue Date November 2022	



**Key Tasks, but not limited to**

- Reviewing, drafting and negotiating a wide range of commercial contracts, including IP, IT and Software.
- Creating, implementing, reviewing and updating contract templates for ongoing business use.
- Advising internal stakeholders and business functions on a wide range of legal matters, including contracts, trademarks, legal risk and compliance.
- Implementing, managing and maintaining internal legal processes and registers, including case management, contracts database and legal register.
- Supporting legal compliance projects, including sanctions and FOSS compliance.
- Liaising and collaborating with 3<sup>rd</sup> party advisors, including lawyers, insurance brokers and privacy consultants.
- Supporting the DPO in:
  - drafting, reviewing and updating documents, policies, procedures and registers required under relevant data protection legislation
  - conducting data privacy impact assessments and legitimate interest assessments
  - dealing with data protection issues and queries, including breaches, and updating the data breach/incident register
  - conducting research and liaising with the ICO when required
  - supporting Brigade's global subsidiaries in complying with data protection obligations
- Staff awareness and training on legal and privacy matters.

## Person Specification

Essential	Desirable			
<p><b>Education and Training</b></p> <p>1 Qualified Lawyer (1+ years PQE), with strong experience in drafting and negotiating commercial contracts.</p>	<p>1 Data Protection qualification</p>			
<p><b>Experience and Skills</b></p> <p>1 Extensive experience in drafting, reviewing and negotiating commercial contracts.</p> <p>2 Good understanding and working knowledge of data protection, including the UK Data Protection Act 2018, UK GDPR and EU GDPR.</p> <p>3 Intermediate knowledge of MS Office applications, including Word, Excel and Power Point.</p>	<p>1 Experience in drafting IT, IP and Software agreements</p> <p>2 In-house experience in the automotive manufacturing industry.</p> <p>3 Good understanding and working knowledge of the Bribery Act 2010, Modern Slavery Act 2015 as well as general supply chain legal compliance requirements.</p>			
<p><b>Personality and Motivation</b></p> <p>1 A highly motivated individual; self-starter.</p> <p>2 Excellent planning and organisational skills.</p>				
<p><b>Interpersonal Skills</b></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><b>Communication &amp; language skills</b></p> <p>1 Excellent command of the English language.</p>	<p>1 Another European language would be advantageous but not essential</p>			
	<p>Document title Job Description – In-house Lawyer</p> <table border="1"> <tr> <td>Revision no. 3</td> <td>Issue Date November 2022</td> </tr> </table>	Revision no. 3	Issue Date November 2022	<p>Page 3 of 5</p>
Revision no. 3	Issue Date November 2022			



2 Excellent verbal and written communication skills.	
<b>Other requirements</b>  1. Innate time manager 2. Flexibility to work beyond business hours when necessary	