

<b>JOB TITLE:</b>	<b>Assistant Legal Counsel (Maternity Cover)</b>
<b>ISSUE/DATE:</b>	Version 1.0 Jan 2012
<b>RESPONSIBLE TO:</b>	Finance Director / Senior In-house Counsel
<b>JOB BAND:</b>	Non- delivery
<b>OVERVIEW OF JOB:</b>	Responsible for performing a variety of legal tasks and escalating issues where appropriate to support the Company in its business activities.
<b>SUMMARY STATEMENT OF JOB:</b>	<ul style="list-style-type: none"> <li>• Advises the Company on a wide range of legal areas obtaining external advice where required.</li> <li>• Undertakes risk analysis of proposed commercial ventures.</li> <li>• Produces the contractual documentation necessary to give legal effect to commercial engagements.</li> <li>• Reviews public sector tender documentation and bid process.</li> <li>• Devises and implements legal aspects of Company policies and initiatives.</li> <li>• Liaises on behalf of the Company with Customers and their legal advisors.</li> <li>• Negotiates contracts and commercials with Customers and suppliers.</li> <li>• Ensures Company compliance with legal developments and recognises and raises legal compliance issues.</li> <li>• Assists the Legal Department and Finance Director as required.</li> </ul>
<b>LOCATION:</b>	Based in a Kainos location but required to work on client site whenever appropriate.

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<b>JOB BAND:</b>	Non-delivery
<b>ACADEMIC QUALIFICATIONS:</b>	<ul style="list-style-type: none"> <li>• LLB (or equivalent) degree.</li> <li>• Qualified Solicitor or Barrister.</li> </ul>
<b>EXPERIENCE AND CAPABILITIES:</b>	<ul style="list-style-type: none"> <li>• Sound academic record.</li> <li>• A minimum of 5 years post qualification experience in a legal/advisory role.</li> <li>• Professional expertise.</li> <li>• Capable of delivering pragmatic commercial advice.</li> <li>• Excellent drafting, communication and negotiation skills.</li> <li>• Capable of working with minimal supervision in specialist areas.</li> <li>• Demonstrable general commercial/corporate law experience.</li> <li>• Familiarity within some or all of the following areas of law: IT/IP law, drafting, reviewing and/or negotiating commercial contracts, employment law.</li> <li>• Good working knowledge of Microsoft Word and word processing skills.</li> <li>• Knowledge of Microsoft Excel.</li> </ul>
<b>PERSONAL ATTRIBUTES:</b>	<ul style="list-style-type: none"> <li>• Conscientious, approachable and credible.</li> <li>• Good team player with the ability to work to deadlines.</li> <li>• Articulate, analytical, pragmatic and enthusiastic.</li> <li>• Ability to work to a high standard of accuracy.</li> <li>• Ability to work unsupervised.</li> </ul>