

# In-House Counsel (Mid/Senior Level)

Office of the General Counsel - London

## *The opportunity*

An excellent opportunity has arisen for an in-house professional to join the central Office of the General Counsel team.

The position would be ideally suited to an individual with experience of working within the in-house team of a comparable business or someone looking for their first in-house legal role.

## *The firm*

Bird & Bird opens up a world of possible for lawyers and professionals everywhere. Working for a leading international law firm like Bird & Bird means working alongside people who are truly collegiate in the way they work with everyone. We work as one global team, with over 70% of work involving people from across the firm. And that's only increasing! It's this common purpose and shared approach that makes for a more productive and collaborative place to work. Your firm. Your future.

## *The team*

The Office of General Counsel team is the firm's in-house legal team, which reports to the General Counsel, working alongside the Risk and Compliance team. The Office of the General Counsel at Bird & Bird is committed to providing a consistently high level of service for the firm and its partners and staff in relation to all risk and compliance issues. Under the leadership of the team's Legal Director, it is aligned with and supports the firm's strategy in relation to building a One Firm culture.

The function comprises a central team in London, with a team of 7 staff, consisting of a mixture of lawyers and non-lawyers.

The team deals with a variety of issues, from agreeing the terms upon which the firm engages with its clients and its suppliers, advising on legal tech and innovation and ESG. As such it plays a key role in protecting the Bird & Bird brand and ensuring that we do the right work, for the right clients on the right terms. We are looking for candidates with a keen interest in in-house legal practice and a pragmatic and commercial approach who are looking to develop their skills.

## *Our promise*

Bird & Bird is committed to maintaining an inclusive working environment and we are an equal opportunities employer. We will actively support and supervise your professional development. For those with the necessary energy and ability, we will ensure that the firm is a first-class platform on which you can develop into an industry leader. We support an agile working environment and are happy to discuss flexible working.





## What you'll do

Reporting to the Legal Director of the Office of the General Counsel, the role that we are seeking to cover has a broad remit across our in-house team, but focusses on:

- Advising on Clients own engagement terms, outside Counsel Guidelines, RFP's, Tenders, Client's supplier Due Diligence (DD) and similar documents.
- Managing the firm's own Engagement terms and dealing with client and internal queries in relation to these.
- Advising on Supplier terms, DD and on-boarding processes.
- Advising on data protection queries, under the guidance of the Legal Director and lead of the Office of the General Counsel and the Privacy Governance & Compliance Manager.
- Assisting in the development of the Firm's ESG Strategy, including being part of a wider multi-disciplinary team preparing and implementing policies around ESG requirements.
- Supervising the work of more junior members of the In-House team working in the above workstreams.
- Dealing with ad hoc risk queries and being a trusted advisor on a wide range of risk issues.



**Additional responsibilities as need arises, as part of a team, may include some or all of:**

- Data protection, including GDPR.
- Cyber risks.
- Legal Tech.
- Internal audit.
- Training and induction.

## About you

### Your skills and attributes

- Excellent team player.
- Private practice experience preferred.
- A confident yet diplomatic manner – someone adept at explaining new concepts to a group of people and tactfully challenging the status quo.
- Ability and enthusiasm to handle complex workflow and team pressures by prioritising work effectively and identifying level of detail needed for each task.
- Conscientious and methodical approach to problem solving.
- Respecting need for discretion.
- Excellent persuasive and reasoning skills and the ability to recognise when to escalate an issue and to whom.

### Qualifications and experience

- Law Degree or GDL/LPC to a good academic standard.
- Qualified Solicitor (or overseas equivalent) with at least 4 years post qualification experience.
- Proven prior experience in working with commercial contracts is essential.
- Essential applications experience: Outlook, Word and document management.

*The main responsibilities of this role are outlined above; however, this description is not exhaustive, and the job holder may be required to undertake additional duties from time to time to ensure the smooth running of the department. The role may require some working outside our normal working hours of 9:30am- 5:30pm.*





Your firm. Your future.

*Bird & Bird is committed to creating and sustaining a diverse and inclusive environment. We are delighted to confirm that we have recently achieved Mansfield Certification, following our successful participation in the UK pilot programme. This certification was achieved by considering at least 30% women, lawyers from underrepresented racial/ethnic groups, lawyers with disabilities and LGBTQ+ lawyers for at least 70% of UK fee earner and leadership positions. We are participating in Mansfield Rule UK 2.0 and continue to work towards ensuring a diverse pool of candidates are considered our roles, in line with the Mansfield Rule. You can read more about this [here](#).*



In the event that we make an offer to you and you accept, we will conduct pre-engagement background checks, where permitted by local legislation and according to the nature of the role that may include right to work, professional and academic qualifications, criminal records, sanctions, financial stability, media, directorships and references from previous employers.

Please click below to view more detail in our Applicant Privacy Notice.

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