



amberjack

Head of Legal

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Competitive salary & benefits package

Permanent, Part-time (25-30 hours/week), Newbury based with potential for home working.

About us

At Amberjack we've long been setting the standards in future talent and intake-based volume recruitment. Our advanced systems and intelligent solutions are designed to deliver the ultimate recruitment experience. From intelligent attraction to recruitment process outsourcing and bespoke assessment and selection tools, we work as an extension to our client's teams. We are the quality behind the quantity. We do what's right for our clients and their candidates. We don't know any other way.

The role

As Head of Legal you will have overall responsibility for providing legal advice & support to all areas of the company.

This is a new role in the organisation and is an indication of our sustained growth and further investment into this critical area of our business. You will work with our Sales, Resourcing, Assessment, IT and Finance and Administration teams to provide legal and regulatory advice on a broad range of issues that can include commercial, intellectual property, partnership, HR, data protection and privacy.

You will undertake a varied role, drafting and negotiating a wide range of commercial contracts involving our proprietary technology products and services as well as various day to day legal matters. In addition, you will act as deputy DPO in all issues arising from Data Privacy and GDPR with

responsibility for our compliance against all legislation and managing any changes and developments that arise from these areas.

Your role is critical to the success of our business. Working with key stakeholders internally as well as with clients, you will manage such aspects, assuring we deliver the quality service we pride ourselves on, as well as leading and working on business-wide projects impacting on legal, compliance and governance improvement.

As Head of Legal you will join our leadership team which owns the delivery of Amberjack's strategic ambition & vision; you will work with other leaders on managing your area of the business and working as part of project teams to achieve our vision.

Main responsibilities

- **Legal**
 - ✓ Reviewing and negotiating Terms and Conditions and Statement of Works with existing and prospective clients.
 - ✓ Supporting the Sales Growth team in reviewing proposal and commercial tender documents.
 - ✓ Provide flexible, creative and innovative legal ideas in order to assist in growing the business.
 - ✓ Supporting the Finance and Administration teams in reviewing supplier agreements.
 - ✓ Providing HR advice to the company.
 - ✓ Ensuring compliance with internal governance policies.
 - ✓ Update standard terms and conditions in line with the launch of new products, services and regulations.

- Privacy
 - ✓ To act as the deputy DPO.
 - ✓ Own and keep under constant review Amberjack's data protection compliance arrangements.
 - ✓ Update policies and guidance.
 - ✓ Provide remedial plans where necessary.
 - ✓ Identify training required for Amberjack's staff and coordinate delivery with the Head of Quality Assurance and Compliance.
 - ✓ Ad hoc reporting.

Who we're looking for

We anticipate successful applicants will have 2 years + post UK qualified experience as a Solicitor, Barrister or equivalent. You'll need to demonstrate:

- Effective understanding of contract law and experience of drafting commercial terms.
- Experience negotiating complex intellectual property, development, licensing and software service agreements.
- A deep knowledge of data privacy, data handling and data classification.
- Expertise in global and European data protection laws and practices and an in-depth understanding of the GDPR.
- Excellent working knowledge of Microsoft PowerPoint, Word, Excel and online research tools.

- Experience of conducting data privacy compliance reviews.
- Ability to work autonomously in a fast-paced environment.

Why work for us?

We work with some of the biggest brands in the world, from Unilever and Network Rail to Mars, Morrison, and Virgin - helping them to hire the very best apprentices, school leavers, placement students, graduates or interns. We offer a competitive salary and benefits package, a collaborative, open and friendly working environment, and great opportunities for personal and professional development.

How to apply

Please apply with your CV and a supporting statement outlining your suitability for this role to joinus@weareamberjack.com

If you have any questions about this role or need to access information in an alternative format, then please contact the team on 01635 584130 or joinus@weareamberjack.com