

Role: Legal Advisor
Fixed-Term Contract, 13 Months (maternity cover)

Team: People Team/Central Support

Package: Pension, Unlimited leave, Flexible working

Location: Remote or London office

Salary: Competitive depending on experience

Job description

This is a fantastic opportunity for a commercial contracts paralegal/legal advisor/legal counsel to take the lead on day-to-day legal matters at an award-winning training provider.

Since inception in 2017, Corndel has broken new ground in developing people through vocational learning. Corndel works with some of the UK's largest and most high-profile businesses, delivering a range of government funded and commercial development programmes, including Leadership and Management, Project Management, Data Analytics, DevOps, and Software Development.

As the Legal Advisor, you will be responsible for assisting in primary Legal matters and supporting with HR and policies where needed. This is a great opportunity to gain the full, all-rounder, in-house experience.

This is a chance to work as the organisation's sole Legal Advisor. You will be given autonomy and independence, working cross-departmentally as a team when required.

Responsibilities:

Reporting to Corndel's Head of Business Support, you will:

- Manage legal queries using the company's legal support ticketing system;
- Draft, review and monitor contracts, work with the relevant team in negotiating the terms of commercial agreements, including but not limited to master services agreements data processing agreements, non-disclosure agreements, settlements and intellectual property licences. Primary team which will require support with contracts is the Business Development team, but contracts may be needed company-wide;
- Conduct legal research;
- Provide comprehensive, written and verbal legal advice, providing legally-sound solutions to the relevant teams to assist in ensuring exposure to risk is minimised;
- Providing legal support to the HR team on employment matters, including drafting and reviewing of in-house policies and supporting with disciplinary/grievance procedures;
- Work with the IT team in completing due diligence processes requested by clients;
- Provide contracts training/inductions to new Account Managers;

- Work with external lawyers, on rare occasions, when the company is faced with more complex issues;
- Monitor legal and regulatory trends affecting area of responsibilities;
- Supporting internal projects as required.

We are looking for a highly motivated individual who can demonstrate:

- An ability to work both independently and with others across the company as required;
- An ability to proactively identify and solve problems;
- Strong commercial awareness as proposed legal solutions must be commercially viable to the business;
- High degree of professional ethics and integrity;
- The ability to use online legal resources to conduct legal research, particularly LexisNexis;
- Strong verbal and written communication skills; and
- High levels of organisation.

Required experience and qualifications:

- At least 2 years' paralegal experience in a law firm or in-house legal department experience in dealing with contracts;
- A sound understanding in contracts is a must;
- Knowledge in data protection/GDPR, intellectual property and employment law is desired;
- An LLB (hons) degree in Law and an LLM or Post Graduate Diploma in LPC/BPTC, or equivalent qualifications;

Corndel is committed to building a brilliant team that is inclusive in its culture, and values diversity so that we can best serve the needs of the learners and clients that we support. We strive for equality of opportunity in all that we do and actively encourage applicants from all groups and backgrounds to apply for this role.

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