

# JOB DESCRIPTION

## IN-HOUSE LEGAL AND PRIVACY COUNSEL



<b>Job title</b>	In-House Legal and Privacy Counsel
<b>Reporting to</b>	CEO
<b>Job location</b>	Remote with monthly office visits
<b>Employment status</b>	Permanent, Full-Time

### ABOUT US

The **DPO Centre** is a data protection compliance consultancy formed in the UK in 2017. We provide outsourced Data Protection Officers, privacy consultancy services and GDPR representation to over 700 organisations globally. The DPO Centre group consists of The DPO Centre Ltd in the UK, The DPO Centre Europe Ltd in Dublin and The DPO Center B.V in The Netherlands, together with a network of representation offices throughout the 27 EU Member States.

### OUR CULTURE

In support of our #OneTeam philosophy, our mission is *"To inspire and develop one remarkable team, that delivers the extraordinary"*. Contact with the other members of our team will be frequent, as are the opportunities for team social activities. This therefore not only fulfils our commitment to exchange knowledge, share experiences, improve our processes and constantly improve on the best practice framework employed with our clients, but also to ensure that our new recruits quickly become integral to our motivated, sociable, and connected team.

### WHY JOIN THE TEAM?

We offer the opportunity to work in a dynamic, varied and challenging role, alongside a group of like-minded and motivated professionals, within a structured, organised and coordinated team.

As a learning organisation, we provide training, shadowing opportunities and personal development to all of our employees.

### OUR PEOPLE

Within The DPO Centre family we have bakers, skaters, bike riders, avid readers, ultra-runners, budding photographers and keen travellers amongst others. Our team comes not only from the UK and The Netherlands, but from all corners of the world, including New Zealand, Argentina, Mauritius, Mexico and South Africa to name but a few. Please see for yourself on [our team](#) page.

### COMPENSATION

- £80,000+ plus Benefits
- 10% bonus scheme (non-contractual)

## BENEFITS

- Pension scheme
- 25 days annual leave + Length of service accrual
- Wellbeing and electric vehicle schemes
- Personal development
- Additional information on our [benefits](#)

Further details on The DPO Centre and our existing team can be found at [www.dpocentre.com](http://www.dpocentre.com)

## CANDIDATE PROFILE

First and foremost, The DPO Centre is a service business. We look only to recruit proactive, motivated, enthusiastic, customer driven, commercially aware team players, who can clearly demonstrate a passion for what they do and therefore offer an ideal fit with our core values and culture.

To support our continued growth, we require an In-House Legal and Privacy Counsel to draft and negotiate service contracts issued to clients through to execution, and to provide support as Privacy Counsel to our DPO team and directly to clients.

You will need to demonstrate excellent communication and organisational skills, be a commercially focussed negotiator and possess the ability to work in a structured manner based on a prioritised workload.

This role is home based with monthly visits to our Ipswich, Suffolk office, as well as occasional travel to company events.

## DUTIES AND RESPONSIBILITIES

### In-House Counsel

- Prepare and issue draft service contracts to clients from each group company based on commercial details provided by the sales team
- Review client amendments and negotiate through to execution based on agreed commercial and risk parameters
- Implement a change control process that ensures contract changes and comments are controlled and managed with a central repository of previously agreed variations
- Manage communication and response expectations with internal and external stakeholders
- Manage relevant deadlines with the sales team and other stakeholders

- Maintain and update internal contract templates
- Stay informed about changes to relevant rules and regulations

### Privacy Counsel

- Provide legal support (but specifically not regulated advice) to the DPO team and a small portfolio of clients in respect of International Data Transfers, DPIAs, DPAs, SCCs, IDTAs, TIAs and individuals' rights requests etc

## PERSON SPECIFICATION

### Education and experience:

- Minimum 4 years PQE as a UK commercial and or privacy lawyer
- MA in law or Legal Practice Course (LPC) or equivalent
- Ideally from a professional service related environment with an understanding of data protection and compliance regulations

### Personal:

- An enthusiastic team player
- A commercial, pragmatic negotiator
- A 'can do' approach with a resilient attitude
- Confident, outgoing and highly organised, with drive, initiative and enthusiasm
- A willingness to learn, work hard, contribute to the team and develop new skills

### Required skills:

- Able to maintain confidentiality and instil trustworthiness
- To be adaptable and remain calm in high pressure scenarios
- High emotional intelligence and the ability to demonstrate empathy whilst remaining objective
- Excellent IT skills: Full Microsoft Office suite
- Highly organised, structured and disciplined, with great attention to detail
- The ability to work under pressure and juggle multiple active priorities
- Excellent written, verbal and non-verbal communication skills

### Advantageous skills

- Commercial experience advising on laws other than England and Wales
- Knowledge of the GDPR and other global Data Protection Regulations

## Career Progression

- Senior Management

## HOW TO APPLY

Submit your interest by completing the application process via the link provided. For any queries, please contact us at [recruitment@dpocentre.com](mailto:recruitment@dpocentre.com) Click [here](#) to view our Recruitment Candidate Privacy Notice.