

COMMERCIAL LAWYER

STRATEGIC CORPORATE SERVICES

Hiring Manager: Keith Pilling

If you'd like to have a confidential conversation about this role,
please email keith.pilling@penna.com



ABOUT THE ROLE

Brief

- We're Penna. We help our clients **find**, **excite** and **secure** the right talent.
- As specialists, we know how tricky all of this can be, which is where our legal team team comes in.
- With significant experience in commercial contracts, mitigation of legal risk and building strong relationships you'll support our Penna and Stafford Long brands. Just like us, you'll always be focused on providing the right solution. With this mindset, you'll create valued relationships with our parent brand – Adecco, managers, and individuals, develop our Legal team and enhance our reputation.
- And in return, you'll work with a friendly, supportive team and enjoy all the benefits you'd expect from an organisation with a global network.

Role Purpose

- This is an opportunity to join us as a Commercial Lawyer. You will be working within our Strategic Corporate Services team and with key managers and teams across the business.
- The main purpose of this role is to support the directors by providing advice on legal matters and contracts in the recruitment space. You will be responsible for overseeing the preparation and completion of T & C's , service agreements, NDA's , and maintaining a strong internal control environment across Penna.

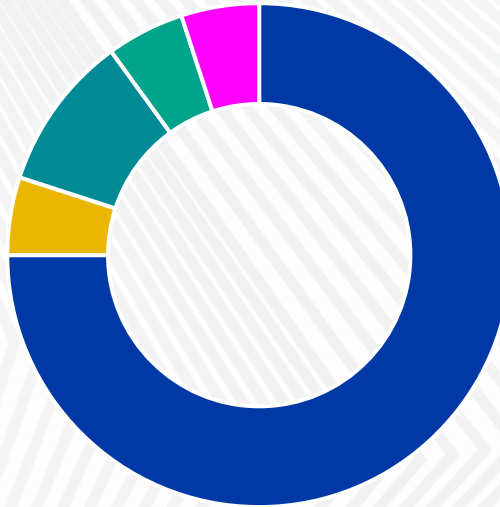
WHAT YOU'LL DO

The Role

- Reporting to the Chief Operating Officer, for monitoring and mitigating legal risk associated with commercial contracts.
- Reviewing, negotiating and drafting a full range of commercial contracts in the recruitment space, including NDAs, terms and conditions, services agreements and implementing corresponding flow-down terms.
- Maintaining a centralised contract tracker system, overseeing subscription 'auto-renewals'
- Ensuring Penna's legal processes aligns with the Adecco Group's requirements.
- Providing advice and guidance to colleagues across the business, building a reputation as a reliable source of legal support.
- Developing and delivering training and risk management initiatives across all areas of the business
- Anticipating emerging organisational and commercial issues and developments and discussing with the Directors
- Maintaining an up to date risk register with mitigation plans reviewed monthly with Directors
- Making effective decisions in the absence of complete information, but with a strong understanding of the organisation's priorities.

WHAT YOU'LL DO

A typical week might be



- Review, negotiate commercial contracts, flow down terms
- Review and ammend terms
- Providing advice
- Risk management
- Learning and Development

KEY RELATIONSHIPS

PERSONS/COMMUNITIES	NATURE OF RELATIONSHIP
Chief Operations Officer	Line manager
Directors of: Executive Interim, Executive Search, Attractions and Communications.	Work in partnership with team members.
Area Managers	Proactively manage relationships in line with service level agreements
Penna and Stafford Long employees	Be collaborative with colleagues and build good working relationships with Penna stakeholders

PERSONAL ATTRIBUTES, SKILLS, KNOWLEDGE, AND EXPERIENCE

Essential Criteria

- Qualified lawyer (0-2 years PQE) does not have to be UK qualified. Qualifications in other jurisdictions will be considered.
- A pro-active team member who is willing to learn and able to work autonomously.
- Must be comfortable being approached directly by all levels of the business for advice and support on legal matters
- Solid knowledge of Contract law with experience of managing commercial contracts
- An ability to carry out successful negotiations directly with clients.
- An understanding and experience of public procurement and framework agreements would be an advantage
- An understanding of the recruitment sector and flexible worker legislation -Working Time Regulations, Agency Workers Regulations, Conduct Regs, IR35 is desirable, but not essential as is a good understanding of employment law and GDPR
- Professional approach to work
- Ability to work as part of a team
- Excellent communication skills both internally and externally
- Ability to manage conflicting deadlines
- Proactive and positive 'can do' attitude
- Ability to act on own initiative
- Accuracy/attention to detail
- Ability to manage projects outside of normal responsibilities
- Experience of working collaboratively often to tight deadlines is required.
- BPSS or Security Cleared (SC level) is desirable

PENNA'S COMMITMENT

We are a family at Penna and Stafford Long and believe in fairness and equality across all approaches to recruitment, development, opportunity, and responsibility.

Diversity Promise

Our promise is to organise our services in a way that is universally accessible and useful for everyone. To do that well, we believe we need to create and sustain a workforce that's more representative of the candidates and clients we serve.

Penna is committed to creating a diverse and inclusive workforce that respects and embraces difference. Our employees and our company thrive when we get this right. We aim to create a workplace that celebrates the diversity of our employees, clients, and the contractors we work with. We will endeavour to create recruitment solutions that work for everyone by including perspectives from backgrounds that vary by race, ethnicity, social background, religion, gender, age, disability, sexual orientation and national origin.

Our internal programmes and external work with our clients make us proud to be an Equal Opportunity and Inclusive Employer.

If you have a disability or health condition that requires accommodation or reasonable adjustments made during the recruitment process, please let us know by emailing people@penna.com.

Our full guidance and commitment to your application and how we may use your personal information during the application process can be found here: <https://www.penna.com/candidate-care/> and <https://www.penna.com/privacy-policy>

Together we are better, together we are Penna.

PENNA BEHAVIOURS

We all aspire and work towards demonstrating the behaviours consistent with the Family values; Accountable, Supportive, Collaborative and Inspiring as listed below:

ACCOUNTABLE Does what they say they will do	<ul style="list-style-type: none">• Builds open, honest and realistic relationships with customers and colleagues• Reliable and acts with integrity• Determined and passionate about delivery of the best• Accountable and inclusive
SUPPORTIVE Creates an environment where people can give of their best	<ul style="list-style-type: none">• Seeks to understand the needs and concerns of others• Creates a learning environment• Seeks feedback from other in order to learn and develop• Inspires others to achieve their goals
COLLABORATIVE Works as part of one team	<ul style="list-style-type: none">• Pulls together to put the customer first• Support colleagues without waiting to be asked• Helps others succeed and celebrate their success• Actively looks to break down barriers and finds ways to work together
INSPIRING Creates new possibilities	<ul style="list-style-type: none">• Comes to work to make a difference, sets high goals and gives 100% personal energy• Believes in what we do and demonstrates this through actions• Regularly challenges thinking and is open to new ideas and ways of working• Has ambition and confidence to do things in new ways and to create and deliver inspirational solutions