

Legal Counsel

Company Overview

Xoserve is the Central Data Service Provider, that sits at the heart of Britain's complex gas market as a specialised contract management and assurance company. Xoserve maintains accountability for the delivery of the Data Services Contract for the industry, which is delivered by a key outsourced service provider.

About the job

Reporting to the Senior Counsel, the Legal Counsel provides robust legal advice and support to key stakeholders in line with organisational policies and procedures and takes a proactive and commercially balanced approach to legal risk identification and management. In collaboration with the Senior Counsel the role has responsibility for managing Xoserve's legal risk and providing timely, professional advice on contracts and other relevant legal issues.

The Legal Counsel will be a communicative and self-assured individual with the confidence and capability to influence and challenge as well as being able to work collaboratively.

Role Accountabilities

- Provide high quality, professional legal advice to the business.
- Provide legal support in relation to business initiatives including conducting independent end to end reviews of contracts, drafting and negotiation of contracts.
- Proactively identify, understand and manage legal issues and risks, ensuring a forward-looking approach is taken to support the timely development and implementation of mitigating actions in line with strategic direction and risk appetite of the organisation.
- Build, maintain and manage key internal Xoserve relationships to support and influence their approach to legal and contractual risk management.
- Develop and contribute to team and organisational initiatives as a means of continuous improvement and represent the departmental perspective in support of the wider business objectives.
- Oversee the processes that ensure the company complies with all applicable legal and statutory requirements, including binding industry codes as applicable.
- Ensuring compliance with the Company's policies and statutory obligations, including the provision of training (either directly or sourced) where necessary.
- Instructing and managing external legal counsel as required and helping business to understand external legal advice if applicable.
- Conducting requisite internal escalations in line with internal policy and processes.
- Assisting in the creation and maintenance of template documents.
- Undertaking legal research and creating guidance/notes on same as required.
- Working with and supporting the Senior Counsel as needed to provide requisite legal support and advice to Xoserve.

Specialist/Technical Expertise

- Qualified commercial lawyer with proven experience of operating at Mid-Senior level
- Demonstrated track record of legal knowledge and commercial acumen

- Experience of managing the legal aspects of outsourcing arrangements (particularly technology and business process outsourcing) including advice on the contractual frameworks and documentation in place and changes to the same.
- Thorough understanding of and experience in legal issues and regulations surrounding data management and data protection.
- Resilience and tenacity in getting the job done.
- Possesses an ability to explain complex legal concepts and provisions in a way that they can be understood by the business.
- Keen to progress, learn, grow and take responsibility as in-house counsel working closely across Xoserve.

What we offer:

- A competitive annual salary up to £70,000 (may vary based on skills and experience)
- Discretionary individual bonus up to 10%
- Generous Pension Scheme – up to 12% employer contribution
- Generous Life Assurance provision – 4 x basic salary
- 28 days annual leave plus 8 statutory days in addition
- Income protection for employee after 12 months service
- Enhanced annual leave entitlement, with opportunity to buy additional holiday each year
- Enhanced family friendly policies
- Commitment to provide learning & development opportunities
- Access to contributory Private Medical Insurance for employee and family (Bupa)
- Health cashback plan for employee plus up to four dependent children (Medicash)
- 24/7 virtual GP plus remote access to Physiotherapy, Mental Health Support and Medical Second Opinion (Help@Hand)
- Electric Vehicle Salary Sacrifice Scheme (Octopus EV)
- Free confidential Employee Assistance Programme (LifeWorks)
- A wide range of wellbeing initiatives
- Fantastic range of discounts on high street retailers, grocery stores, cinema tickets, holidays and more
- Volunteering hours for our local communities
- Financial support to help cover the cost of one annual professional membership subscription
- Hybrid working from our Solihull office with frequent days in the office expected

The Energy Industry is about to reform and change at pace, and it needs people like you to come and be part of its new design.

Don't meet every single requirement? Studies have shown that women and people of colour are less likely to apply for jobs unless they meet every single qualification. At Xoserve, we are committed to building a diverse, inclusive, and authentic workplace for everyone. So, if you're excited about this role but your experience or qualifications don't match the job description exactly, we encourage you to apply anyway. You might just be the right person for our growing business in this role or another one.

Xoserve is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, ancestry, place of origin, creed, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability. We promise that your opportunity for employment with us depends solely on your qualifications.

If you are interested and consider you have the right skills and experience, please apply direct on LinkedIn or email your CV to people@xoserve.com. The closing date for applications is **Friday 28 February 2025**. We encourage candidates to submit their applications as early as possible and not to wait until the published closing date. Xoserve's recruitment periods can and may vary. We reserve the right to remove this advert or close it to further applications at any point during the recruitment process.