

Legal Advisor

Royal Academy of Arts, Mayfair, London

Up to £55,000 plus attractive benefits

Full time post candidates able to offer at least 3 days per week will be considered

The Royal Academy of Arts is one of the UK's foremost arts institutions, famous for its world class exhibitions including Sensing Spaces: *Architecture Reimagined*, Manet: *Portraying Life* and David Hockney RA: *A Bigger Picture*. Our purpose is to be a clear, strong voice for art and artists.

We are looking for an experienced commercial solicitor to provide professional and comprehensive legal advice on a range of commercial and charity law issues.

You will be responsible for drafting, negotiating and reviewing commercial contracts, such as IT contracts and publishing, sponsorship and exhibition agreements, and will administer internal policies and various legal documents.

You will have at least 5 years' PQE, gained in private practice and/or in-house, and will have experience of IT/IP commercial matters, including general commercial contracts, confidentiality and data protection.

A confident and resourceful self-starter, you will have sound knowledge of company and commercial laws. Experience of charity law would be preferable but is not essential. You will have excellent problem-solving, analytical and organisational skills, along with the ability to quickly establish strong working relationships with colleagues and third parties.

An appreciation of the visual arts would be advantageous, while a commitment to the aims and objectives of the Royal Academy is critical.

To be considered for this position, please send your CV and a covering letter, stating how you meet the criteria and including your salary expectations, to recruitment@royalacademy.org.uk.

Closing date for applications: 30 April 2014

Interviews to be held: early May 2014

JOB DESCRIPTION

Title: Legal Advisor
Department: Finance Department
Reports to: Chief Financial Officer

MAIN OBJECTIVES

To provide a professional and comprehensive legal advisory service to the Royal Academy of Arts ("the Academy"), advising on a range of commercial and charity law issues.

MAIN DUTIES

1. Provide legal advice and support for legal issues relating to the Academy and its affiliated entities, with assistance and guidance from external solicitors where appropriate
2. Manage legal process at the Academy
3. Conduct analysis and research to ensure the accuracy of advice and procedure and identify legal risks and implications
4. Draft, review, negotiate and administer commercial contracts (including IT contracts, publishing, sponsorship and exhibition agreements), internal policies and various legal documents
5. Assist Department Directors or their nominated staff with commercial negotiations and complex transactions to secure agreed objectives and beneficial terms
6. Manage data protection policy at the Academy: review and manage the Academy's existing procedures for the collection, storage and disclosure of information and formulate guidelines for best practice
7. Keep abreast of legislative changes and new regulations that may have implications for the Academy

GENERAL DUTIES

1. Undertake ad hoc assignments, or any other duty which may reasonably be allocated by the Chief Financial Officer or other members of the Executive Committee
2. Conform to departmental systems for information, communication and financial management
3. Take responsibility for own administration; devise and implement appropriate processes and procedures to achieve agreed targets
4. Comply with all relevant Health & Safety policies, procedures and regulations

PERSON SPECIFICATION

ESSENTIAL QUALITIES AND SKILLS

1. General commercial solicitor with at least 5 years' post-qualified experience gained in private practice and/or in-house
2. Sound knowledge of company and commercial laws. Experience of charity law would also be preferable but is not essential.
3. Experience of IT/IP commercial matters, including general commercial contracts; social media; software licences; terms and conditions for websites and e-commerce; confidentiality and data protection
4. Excellent problem-solving, analytical and organisational skills
5. Ability to manage time effectively, work under pressure and meet strict deadlines
6. First-class written and oral communication skills, with the ability to quickly establish strong working relationships with colleagues and third parties
7. Strong, resourceful and assertive self-starter
8. An interest in the visual arts and a commitment to the aims and objectives of the Royal Academy.