

ODI

Legal Counsel – Legal

Contract: Permanent

Salary: £58,300 – £75,260 per annum

Location: London based hub - with hybrid working in the UK

Ref:LEGAL0124

About us

ODI (odi.org) is an independent, global think tank. We work to inspire people to act on injustice and inequality. Through research, convening and influencing, we generate ideas that matter for people and planet.

We are looking for an experienced Legal Counsel to serve as the institutional legal representative to SLT and the Board and lead the development and strengthening of ODI's legal, contract management and compliance functions across all ODI entities (ODI (UK charity), ODI Global Advisory Limited (UK wholly owned trading subsidiary), ODI Europe (Belgian non-profit) and ODI Global Washington (US non-profit)).

As ODI continue to expand globally, the nature of the services we deliver, the types of relationships we have with partners, and our legal and governance obligations are becoming increasingly complex.

About the role

A key aim for this role is to help the charity to reduce its legal, contracts and compliance risk profile and to respond proactively to changes in the legal, regulatory, donor and compliance context. The Legal Counsel reports to the Chief Finance and Operations Officer, works closely with the Chief Executive and other SLT members and supervises the Legal, Contracts and Compliance Advisors and the Paralegal and Procurement Officer.

Key responsibilities include:

- Oversight and management of key legal risks applicable to ODI including but not limited to, insurance, intellectual property, trademark registration, government legislation (including IR35) defamation, subscriptions, tenancy and lease agreements and other relevant agreements.
- Advise and manage contract disputes and audit challenges and assist ODI in mitigating legal risks not only in contracts but compliance and operational processes where required
- Provide advice and support to the research teams throughout the contract process, starting with tendering and negotiating through to the eventual contract award and implementation phase. This support will include review, drafting and negotiation of contract terms.
- Simplify and streamline the contract process; developing guidance, templates and training for teams involved in contracting and promoting sound contract

management across the global entities.

- Support the programmes with assessment of donor procurement requirements and opportunities in order to deliver compliant, quality and value for money arrangements on behalf of ODI.

About you

- Qualification in English law preferable
- Strong knowledge of contract legislation and its application
- Knowledge of charity law and governance
- Knowledge of donor and regulatory body contract compliance issues
- Experience of working across different aspects of a contract's lifecycle, from tender and negotiation to final agreement
- Experience in corporate or charity governance
- Experience of working in a charity
- Strong interpersonal and negotiation skills
- Excellent analytical and writing skills
- Good presentation and networking
- Ability to work in a team and with non-specialist staff
- Ability to work on own initiative and be task focused

Closing date: 3rd July 2024 at 11:59pm

Interview date: w/c 8th July 2024

ODI is committed to developing and supporting diverse and inclusive teams of people who share our passion, where we can all be ourselves and succeed on merit. We welcome applicants from a range of diverse backgrounds including those who experience intersectional marginalisation on the basis of their class, race, gender, sexual orientation, ethnicity, religious identity or belief, marriage and civil partnership, and pregnancy and maternity. We also welcome applications from those living with disabilities.

We offer competitive salaries, a generous company pension scheme, hybrid working and a range of flexible, family-friendly and inclusive employment policies to support well-being.

For further information and to apply for the role please check our website: <https://odi.org/en/careers/>. If you are experiencing difficulties downloading, please telephone 020 7922 0300 or email recruitment@odi.org