



TRINITY HOUSE

ROLE PROFILE

LEGAL EXECUTIVE

JOB PURPOSE

Providing professional legal support and assistance to the *Senior Advisor - Legal & Data Protection*. Responsible for advising and assisting the organisation in complying with its legal responsibilities, to provide front line support on contract preparation, dispute resolution, litigation and general legal work, including responding to legal and contractual queries and issues.

KEY RESPONSIBILITIES	Contracts	<ul style="list-style-type: none">▪ Provide effective and timely front line legal support on contract preparation and management.▪ Draft and review contracts and licence agreements for GLA Procurement activities, operational service delivery (including statutory and commercial functions) and associated requirements.▪ Advise on contract term interpretation and practical resolution of contractual issues with suppliers and customers, and support users in successfully holding suppliers to account.▪ Assist with preparing, reviewing, and advising on Memoranda of Understanding.▪ Assist with the high-level oversight of insurance contract policy wordings, relevant legal case law precedent and London market practice.
	Legal support	<ul style="list-style-type: none">▪ Research, interpret and advise on legislation, including UK domestic statute and International Conventions.▪ Provide compliance advice to internal stakeholders.▪ Prepare, draft and review legal documents to support service delivery, asset acquisition/disposal and legal compliance.▪ Support and assist with development consent order examination processes for offshore and renewable energy developments.▪ Advise on intellectual property protection.▪ Maintain the organisation's legal files, including paper and electronic records.▪ Provide legal support for the organisational response to potentially hazardous wrecks.

		<ul style="list-style-type: none"> Provide support and assistance in respect of Data Protection.
	Litigation	<ul style="list-style-type: none"> Assist in resolving contractual disputes and infringements Provide advice on arbitration, mediation and dispute resolution mechanisms. Assist with preparing and defending claims related to contractual disputes.
	General	<ul style="list-style-type: none"> Prepare materials for proceedings including documents, evidence, and verify facts. Research and compile legal information for stakeholder enquiries, including Subject Access Requests and Freedom of Information Requests Prepare documents, fact check, prepare evidence for presentation and track case developments Check accounts and billing where external solicitors are engaged Coordinate appointments, including all correspondence and logistics necessary Study statute, legislative provisions and case law relevant to organisational requirements. Maintain a case log and/or file for reference and review. Provide concise legal briefings to employees, to aid decision-making and informed outcomes. Draft the departmental budget bid, monthly budget reports and monitor expenditure, addressing variances or issues as appropriate. Undertake additional tasks and responsibilities as assigned or necessary, within the scope of the role.
ENTRY REQUIREMENTS	Skills and experience	<ul style="list-style-type: none"> Good working knowledge of Civil Procedure Rules and court processes for contractual disputes and civil litigation. Experience of preparing contracts of at least low value or complexity. Ability to make effective decisions under time constraints and in pressurised circumstances. Ability to tailor approach based on issue impact, while remaining adaptable and maintaining perspective. Superior command of the English language and attention to detail Critical thinking, analytical and problem-solving skills. Ability to self-initialise and perform tasks with minimal supervision Skilled in building good relationships with stakeholders and external resource providers (such as solicitors and law firms).
	Qualifications	<ul style="list-style-type: none"> Level 3 professional diploma in law and practice or higher. Working towards or prepared to work towards a relevant professional qualification.
	Professional Competencies (CILEX)	<ul style="list-style-type: none"> Working to the professional standards of the Chartered Institute of Legal Executives.