

Job Title:	Legal Counsel
Reports to (job title):	Senior Legal Counsel

Job purpose

HCRG Care Group provides more than 400 NHS health and social care services nationwide. Our aim is to make a real difference to people's lives by offering services that are free, are better than before, provide a great experience for everyone and which save the NHS and the general public money.

We are looking for a junior commercial lawyer (1-3PQE) to join our small, high-calibre legal team. The team advises the organisation on all aspects of the business and so this role provides an exciting opportunity to enjoy high-quality commercial legal work within a dynamic but supportive team environment. The successful candidate will have individual responsibility for managing a wide variety of contract and commercial matters, interacting daily with all levels of the business. You will also work closely with the Senior Legal Counsel to provide support to large-scale services contracts and other strategic projects. You will be involved in providing legal training to the wider business and to colleagues in the legal team, drafting precedents and know-how notes and carrying out research. You will also be required to actively participate in developing the strategy and objectives of the team and contribute to achieving them.

The role will be most suited to a qualified solicitor of 1-3 years' PQE with strong commercial acumen and excellent communication skills. You should be able to demonstrate sound technical and commercial ability and solid drafting and negotiation skills. The ideal candidate will be capable of effectively managing their workload and working autonomously, as well as being a committed and flexible team player. You must also be passionate about providing results-focused, pragmatic and joined-up legal advice and exceeding the expectations of others.

To be considered for the role, you must be a UK qualified solicitor and have a strong commercial background with contracts experience. In-house experience, or Knowledge of the structure of the NHS, NHS contracting models and other legal and regulatory issues affecting the health and social care sector, is highly desirable.

Base

We offer fantastic flexibility, where you can work from home with occasional travel to our London or Runcorn offices for team meetings as and when required.

This is a permanent, full time role, working 37.5 hours, Monday – Friday.

Key responsibilities

This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required of the role:

- Advising on a range of commercial contracts, including NHS standard or local authority contracts
- Drafting, reviewing and negotiating commercial contracts, including services contracts, subcontracts, supply agreements, confidentiality arrangements, tech contracts
- Drafting, reviewing and negotiating contract extensions, variations and termination notices
- Providing legal support to the Business Development Team in tenders
- Supporting the mobilisation of large-scale health services and other significant projects
- Providing advice on contractual queries, IP issues and potential disputes
- Carrying out research on a wide range of legal and regulatory issues
- Supporting the business to achieve commercial solutions, taking a proactive approach to delivery
- Providing training to the legal team and the wider business, looking for opportunities to embed better ways of working
- Drafting template and precedent documents and guidance notes
- Keeping up-to-date with legislative changes and developments
- Identifying training needs within the business and the team, contributing to training seminars on specific legal issues where part of a Legal Team training focus.
- Supporting internal functions with legal queries in their functions, for example People Team, IT Team
- Keeping professional development requirements up to date

Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care

- Inspire

Think

- Challenge

Do

- Accountability

- Understand
- Communicate

- Improve
- Learn

- Involve
- Resilience

Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice , NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care

by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

Risk Management/Health & Safety

All employees are expected to comply with HCRG's governance, health & safety, and risk management policies.

Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a "non-smoking" policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

Equal Opportunities

It is the company's intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

Job Description

Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

Personal Specification

Essential

- Bachelor's Degree or higher.
- UK Qualified Solicitor 1-3 years' PQE
- Experience in negotiating, reviewing and drafting commercial contracts
- Good general commercial law experience
- Sound training in a respected law firm or in house
- Knowledge of MS Office packages and Outlook
- Pro-active and confident in approach
- Excellent communication skills with the ability to explain legal issues or complicated subjects in simple to understand terms
- Good planning and organisational skills
- Excellent time management skills and ability to prioritise workload
- Able to work independently
- Willingness to learn new skills
- Strong team player
- Attention to detail

Desirable

- Experience of working as part of an in-house legal team
- Knowledge of the structure of the NHS, NHS contracting models and other legal and regulatory issues affecting the health and social care sector, is desirable but not essential.

Employee signature

Manager signature
