



## **job description**

**Job Title:** Group Legal Advisor  
**Reports to:** Director of Corporate Services  
**Salary:** £40,000 to £45,000 per annum plus benefits

### **Summary of Role**

- To manage ACE's relationships with stakeholder groups such as the Legal and Commercial Group, the Health and Safety Group, International Business Group, Professional Indemnity Panel Brokers, Agreement User Forums;
- To manage the development of ACE's risk management strategies for members;
- To advise on the development and implementation of the ACE agreements and contractual related issues between ACE and stakeholders;
- To prepare ACE responses on all legal and procurement related consultations;
- To work with ACE Group senior management staff, and strategic groups in developing and delivery of business enhancement services to ACE members.

### **Responsibilities**

- Provide risk management advice on agreements and contractual related matters between ACE and third party providers;
- Responsible for planning, maintaining, and implementing the update (where necessary) of all ACE agreements, contract and legal publications;
- Prepare ACE responses on all legal and procurement related consultation at regional, national and international level;
- Provide seminars and consultancy services to members and stakeholders as and when required;
- Provide advice and comment on the application of UK and EU law and directives to members and ACE;
- Represent ACE at industry bodies such as CIC, BIM Committees, FIDIC or as required
- Interface with legal committees, ACE legal and Insurance Affiliates and lawyers;
- Responsible for managing the ACE Business and Legal helpline services;
- Work with senior management team to ensure appropriate internal risk management process is implemented;
- Provide secretariat support for ACE's Legal and Commercial Group, Health and Safety Group, International Business Group, Agreement User Forums;
- To participate and contribute to the activities of ACE's task forces and Sector Interest Groups, where necessary;
- Provide all relevant support for members in relation to risk management;
- Provide consultancy support to member firms or third party stakeholders;
- Report to the Director of Corporate Services and work in collaboration with the rest of the senior management team to ensure successful delivery of the Board strategy as set out in the ACE Corporate Plan.

### **Personal Specification**

- A solicitor or barrister qualification;
- Region of six years' post qualification experience to include the consultancy or engineering sector in the built and natural environment;



- Ability to build strong, professional relationships with stakeholders is essential due to the high volume of interaction involved;
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of stakeholders;
- Ability to organise, prioritise and schedule work assignments;
- Strong project management skills, ability to work in a team, and manage own workload.
- Previous experience of using construction contracts including international contracts is desirable though not essential;
- A passionate individual with ability to execute and deliver on time and to budget;
- Excellent IT skills including operational working knowledge of Microsoft suites of package.