

Principal Legal Advisor

Job description

Together we are help and hope for everyone living with dementia



Who we are

Dementia is the UK's biggest killer. One in three people born in the UK today will develop dementia in their lifetime.

At Alzheimer's Society, we're the UK's leading dementia charity and the only one to tackle all aspects of dementia by giving help and hope to people living with dementia today and in the future. We give vital support to people facing the most frightening times of their lives, while also funding groundbreaking research and campaigning to make dementia the priority it should be.

Together with our supporters, we're working towards a world where dementia no longer devastates lives.

Our values

Our values tell everyone who we are as an organisation.

Our values make sure that our focus is clear for the challenges and opportunities ahead and remind us of what we all stand for.

Our values are evident in everything we do, how we do it and how we work together.

These are not just words on a wall, we live these every day in all our work. We are determined to make a difference when and where it matters most, by being passionate, focussed and making a lasting impact for people affected by dementia.



Determined to make a difference

We're passionate, we're focused and we make a lasting impact for everyone living with dementia.



Trusted expert

We're listening, we're learning and we use experience and evidence.



Better together

We're open, we combine our strengths and we achieve more together.



Compassionate

We're kind, we're honest and we don't shy away from challenges.

Through our values we will make the greatest difference for people affected by dementia. Whether you are someone living with dementia, a family member or carer, a supporter, a donor, a colleague from another organisation, an employee or a volunteer, these four values will shape your experience with Alzheimer's Society.

Principal Legal Advisor

Position in the organisation

Reports to the Associate Director of Risk & Assurance

Member of our Risk and Assurance team

Part of our Finance and Assurance Directorate

Purpose of this role

At Alzheimer's Society we are advisors, supporters, fundraisers, researchers, influencers, communicators, technical specialists and so much more. We are volunteers, we are employees, and together we are here to make a difference to the lives of people with dementia and their carers.

In Finance & Assurance, our vision is to be the Society's single point of truth. We are trusted partners, credible experts, working as one team to be a true enabler to the organisation as it makes impact to end the devastation of dementia.

Partnership, collaboration, accountability, professionalism and a restless desire to constantly improve are needed in every role across Finance & Assurance. That is true for this role, the Society's Principal Legal Advisor, who will work in close partnership with key stakeholders across Directorates to deliver a professional, credible, and valued legal service and opinion.

The Principal Legal Advisor is a senior, visible legal voice in the Society, helping to influence and ensure that the Society is operating safely, legally, and ethically. Liaising with key stakeholders, the Principal Legal Advisor will provide advice and guidance on commercial, contract, and property-related legal matters, helping to shape risk-informed decision-making.

We are looking for someone who exemplifies our values, someone who is: Determined to make a difference when and where it matters most. A trusted expert who believes in working Better together and demonstrates true Compassion.

Key accountabilities and responsibilities

- The Principal Legal Advisor will lead the legal team in providing specialist knowledge and advice, in a timely and professional manner, aligned to the needs of the Society.
- Supported by the legal team, will oversee, manage, and deliver a portfolio of legal matters as required, and as they arise.
- Work closely, in partnership with Society stakeholders, to ensure the legal team is visible, and that legal matters are considered at the right level at the right time.
- Provide advice and guidance, as required to Executive management and/or Trustees, delivered in a format that is accessible and appropriate for the needs of the client.
- Effectively manages the legal team, ensuring the service and advice is professional, timely, and adds value.
- Provides pragmatic, timely, clear legal advice, guidance and support to team members and internal clients on all general legal matters.

- Works in close partnership with business areas to have a thorough understanding of their strategic aims and objectives, supporting them to successfully achieve their goals.
- Drafts, reviews and amends contractual documentation in a manner that is proportionate to the scale and risk of the transaction and to ensure it is compliant with the law, regulations and guidance as well as the Society's internal policies and procedures.
- Where appropriate leads on legal negotiations or supports internal clients with negotiations with counterparties, taking on highly complex or high risk cases from the team.
- Instructs external legal advisors as required, including developing effective relationships with pro bono lawyers.
- Ensure the legal function is providing relevant and valuable legal training and information for Society staff and volunteers to increase awareness of, and manage, legal risks.
- Actively contributes to Society projects, strategies, or initiatives where legal input adds value.
- Provide proactive horizon-scanning on upcoming or emerging areas of legislation, ensuring frameworks are developed and embedded in terms of translating this into practical advice and action within the wider organisation.
- Undertakes other duties or projects commensurate with the nature and grade of this post as required.

We are looking for someone who can...

- Understand the critical role of Finance & Assurance as an enabling partner directorate in ultimately creating impact to end the devastation of dementia, linking everything you do back to the ultimate objectives of the Society.
- Work collaboratively and enthusiastically with colleagues across Finance & Assurance and across the Society more widely to deliver first class partnership and expertise.
- Role-model our values and embrace a high challenge, high support, high performing environment.
- Drive continuous improvement, including through bringing best-practice from across the sector and more widely, using horizon-scanning and networks to bring new ideas to the table.
- Have the ability and willingness to travel independently on behalf of the Society on request, including occasional overnight stays as required.
- Adhere to all the Society's service standards, policies and procedures.
- Comply with the data protection regulations, ensuring that information on clients remains confidential.
- Be enthusiastic for personal learning and development, to support the learning and development of others and the whole organisation.
- Work in a manner that facilitates inclusion, particularly of people with dementia.
- Implement the Society's health and safety policy and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment and that all staff and volunteers for whom you may be responsible are aware of their responsibilities in respect of their role, monitoring data and recommending action as required.

- Administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines, and reporting requirements.
- Follow the Society's management information guidelines and requirements, including ensuring appropriate monthly measures on service usage levels are collected and submitted on the services database or other systems in accordance with deadlines.

Person specification and selection criteria

Skills & knowledge	Application (A) or Interview (I)
Strong legal background with a legal qualification, and broad experience of legal leadership (experience of charity law preferable, but not essential)	A/I
Strong interpersonal and communication skills, with the ability to build and form trust and respect throughout the organisation	I
Strong people and teamwork skills, with the ability to lead a high performing, sought after, and valued team	I
Ability to absorb and understand the legal issues deriving from the operations of a large and complex organisation	A/I
Ability to take a risk-based approach in reviewing, advising and drafting legal documents, and to understand complex, strategic issues	A/I
Ability to provide pragmatic and user-friendly legal advice and support, including ad hoc oral advice, in a wide area of law	A
Ability to work collaboratively, potentially to short deadlines and under pressure, to deliver successful joint outcomes	A/I
Displays professionalism and confidence in all communications, with the ability to gain respect, build relationships and influence outcomes	A/I

Competencies & personal attributes	Application (A) or interview (I)
Takes initiative and is comfortable working independently as well as collaboratively	I
A critical thinker, able to identify and act on ways to work more effectively and efficiently	I
Celebrates progress, solutions and impact rather than activity	I
Delivers effectively to timelines in complex and sometimes ambiguous environments	I

Deeply committed to the development of yourself and others	A/I
Resilient and adaptable, with a strong work ethic and the ability to navigate changing situations and diverse teams.	I
Welcoming and respectful of differences of perspective, experience and opinion	I
A team player who sees opportunity and energy in working together to solve problems	I

Follow us on Twitter and Instagram @Alzheimerssoc and Like us on Facebook or check out Alzheimer's Society YouTube channel [youtube.com/AlzheimersSociety](https://www.youtube.com/AlzheimersSociety)

Our benefits



Financial Security

- Group Personal Pension Plan with Scottish Widows – with up to 8% employer contribution rate
- Life Assurance Scheme – two times your annual salary
- Society Plus and Smart Spending App – giving you unbeatable savings at hundreds of retailers



Health & Wellbeing

- Health Cash Plan
- 24/7 Employee Assistance Programme including online and face to face counselling
- Discounted gym membership with Society Plus
- Lived Experience Networks
- Mental health app and unlimited therapy



Personal Development

- Apprenticeships
- Women in Leadership development programme
- Leadership development programme
- Financial support towards relevant professional qualifications



Family & Dependants

- Enhanced family leave – 16 weeks paid for all parents
- Paid time off work for fertility treatments for both partners
- Paid carers leave
- Paid dependants leave
- Paid compassionate and bereavement leave
- Paid time off work to support those transitioning



Recognition

- Annual people awards
- Long service awards
- Thank you eCards
- Values Hero and Society Legend Awards



Work Life Balance

- Annual leave of 27 days increasing to 30, plus bank holidays
- Career breaks of up to 3 months
- Flexible working
- Wellbeing leave