Legal Counsel – Job Description

Reports To: Chief Operating Officer

Department: Legal and Compliance

Contract Type: Permanent, full time

Location: Flexible (ability to commute to London once a week or every other week, dependent on business needs)

Charterhouse Voice and Data Ltd (CVD) is a multi-award-winning solutions integrator of cloud, connectivity, networking, mobile & security solutions. We're passionate about delivering genuine value to our clients and strive to exceed expectations in everything we do. We have established an industry wide reputation for pushing the boundaries of technology for over 27 years.

We have a dynamic product and solutions portfolio, supported by our highly skilled team for technical and professional services to meet our customer's business needs and priorities.

The Company has doubled in size over the last 12 months not only through organic growth but also through acquisitions. As CVD continues to acquire, the expansion of the business will lead to great opportunities for the development of exciting and challenging positions and as well as personal career enhancement.

We are looking for talented highly motivated people who are keen to develop their career. We understand that the key to our success is our people. For this reason, we are committed to attracting and retaining the best possible candidates. We offer a fun, innovative and fast paced environment where career development, reward and recognition are priority.

If you want to join a business passionate about technology and our customers, credible in the market with a stimulating working environment then we want to speak to you.

Our Vision
Excellence in converged voice and data solutions; creating strong strategic partnerships and delivering a great client experience from a stimulating working environment.

Our Values
Respect, Responsibility, Teamwork, Commitment, Excellence and Passion

Role Purpose

We are looking to expand our team with a Legal Counsel to support and develop add capacity for the substantial growth we are experiencing. We are looking for a qualified lawyer, happy to turn their hand to a wide range of legal issues as their provide advice to a number of areas of this fast-paced business. The candidate must be a confident communicator and have experience drafting and negotiating contracts and commercial terms and advising on legal compliance.

Duties and Responsibilities

- Review and advise on contracts, licenses, and other agreements with our customers, suppliers and other third parties.
- Structuring, negotiating and drafting sales, partner and vendor contracts and related agreements.
- Advice on confidentiality agreements and engagement letters between CVD and third parties.
- Ensure that legal best practices are applied across new and existing process, contracts, and workflows throughout the business.
- Keeping our standard terms and conditions relevant to the services that we are deliverying
- Managing contractual risk across the Group
- Managing third party to deliver ISO compliance.

Required Competencies (Skills, Knowledge, Experience and Attitude)

- 3 years' PQE
- In depth commercial law contract expertise
- Strong corporate and/or commercial law background with proven negotiation skills
- Experience of drafting and negotiating contracts and commercial terms.
- Ability to work on various projects simultaneously in fast-paced environment.
- Ability to translate and summarise complex legal matters into sensible commercial proposals
- Track record of meeting tight deadlines.
- Attention to detail
- Inspire respect and confidence with internal and external contacts
- Passionate about working in a high growth, fast paced business
- High level of initiative, pragmatism and common sense

To be successful in any role at CVD it requires someone who has a sense of urgency, doesn't take themselves too seriously, is passionate about what they do, happy to roll their

sleeves up and get stuck in, happy in an informal, hectic environment, who enjoys being challenged by deadlines and has a high tolerance for ambiguity.