

Job title	In-House Legal Counsel	Date January 2025
Reports to (title)	Executive Director, Legal & Commercial	
Contract/Department	Legal	Revision 1
Location	Eastleigh	

Job purpose

Describe the overall purpose of the job in two or three sentences.

The In-House Legal Counsel will support the Executive Director, Legal & Commercial with managing legal risk by providing solution driven, legal support to the wider organisation, including the business development, operational and functional teams.

Working across EMCOR UK, you'll provide advice and guidance to senior stakeholders on all contractual and legal issues including reviewing and negotiating contracts, advising on dispute resolution and supporting with ad-hoc legal queries.

You'll become a valued adviser to EMCOR UK, owning and managing a varied workload.

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- Provide accurate, relevant, and timely legal advice on a range of topics including dispute resolution, H&S, ESG and corporate compliance
- Advise on contracts, agreements and transactions, mitigating legal risks and supporting Commercial Managers on contractual issues
- Draft, review and negotiate contracts across a wide variety of areas, including tenders, framework agreements, including using templates such as NEC, JCT
- Identify and assess legal risks while preparing contractual risk summaries for signatories and advising tender teams on mitigation activities
- Support dispute resolution, managing claims, litigation, arbitration, and mediation, and working with external counsel when required
- Provide training to staff on legal and contractual matters in collaboration with the commercial managers, promoting a culture of legal awareness and compliance
- Collaborate with stakeholders, including business function leaders, the Senior and Operational Leadership teams, the Executive Leadership team, and external counsel.

Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

No direct reports or financial responsibility

Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

- Qualified Solicitor or Fellow of the Institute of Legal Executives or equivalent, with at least 4 years' PQE including 2 years solid commercial contracts experience, with strong commercial acumen
- Previous experience working in-house ideally within a business-to-business service provider organisation, with experience of business outsourcing contracts and services framework agreements
- Construction law experience and knowledge of standard construction contracts (such as NEC and JCT) an advantage but not essential
- Strong organisational skills and technical ability, methodical in approach with exceptional attention to detail
- Comfortable with prioritising and delivering large workloads to time constraints
- Ability to liaise effectively with senior stakeholders, with strong relationship and team building skills – able to foster a culture of collaboration by combining sound legal advice informed by a comprehensive understanding of services, strategy and risk appetite
- Mentoring and supervising more junior members of the team
- Strong people management skills and communication skills
- Positive attitude and highly motivated self-starter
- Office based in Eastleigh (hybrid potential, minimum 3 days in the office)

Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

Occasional travel as required to fulfil the role

Job Description

Line Manager Signature	
Print Name	
Date	

Job Holder Signature	
Print Name	
Date	

<i>FOR HR USE ONLY:</i>					
<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>	