

Role: In-House Counsel (Legal & Regulatory Compliance)

Practice group/International Operations team: Risk & Compliance

Full time/Part time: Full-Time (Part-Time considered)

Job Family: 3

Reports to: Head of Legal & Regulatory Compliance

About Eversheds Sutherland

Eversheds Sutherland represents the combination of two firms with a shared culture and commitment to client service excellence. We are each known for our commercial awareness and industry knowledge and for providing innovative and tailored solution for every client.

As a full service law firm, we act for the public and private sector across Europe, Middle East, Africa, Asia and the USA, providing legal advice to clients across the following practice groups: company commercial, human resources, litigation and dispute management, real estate and Konexo.

With 68 offices across 32 countries worldwide, we have become one of the largest law firms in the world and a great place to work and develop your career.

The Risk Team consists of the firm's in-house counsel team headed by the General Counsel working with lawyers and other colleagues around the business to develop and implement effective policies and procedures and ensure compliance with new legislative and regulatory requirements. The Risk Team also manages the firm's insurance, claims and in-house legal matters, and oversees other issues affecting the firm's risk profile and reputation. The Risk Team is successfully creating a robust framework for managing risk across all parts of our business, which continues to expand internationally.

As part of the Legal & Regulatory Compliance Team within Risk, this role will involve assisting the team in the development and roll-out of data related risk and compliance initiatives across all of Eversheds Sutherland's offices, as well as assisting on a wide range of day-to-day data related matters that arise in a firm like Eversheds Sutherland.

Key responsibilities:

- Working with Data Protection Office colleagues to advise the firm and its employees in relation to compliance with the GDPR and other data protection regulations
- Maintaining the firm's data protection policies, procedures and standards
- Assisting the Head of Legal & Regulatory Compliance/Data Protection Office Team dealing with data protection issues including data subject right requests, data privacy impact assessments and data breaches
- Supporting the Head of Legal & Regulatory Compliance/the Data Protection Office in the development and management of a rigorous data governance programme
- Maintaining a data protection risk register ensuring that data related risks are appropriately assessed, recorded and mitigated
- Working with IT to maintain the firm's information asset register to ensure that it is reviewed and updated regularly
- Working with IT Security on data security and data loss prevention
- Working with IT Security on cyber related issues and incidents

- Assigning ownership for data assets and new products to relevant stakeholders in the business to ensure accurate records of data processing are maintained
- Assisting the data asset owners in defining and implementing appropriate data retention periods
- Developing relationships across the firm to become a key contact for data related queries
- Developing and maintaining subject matter expertise by regularly reviewing guidance from the Information Commissioner's Office and other data/information security sources. Update the team and business where relevant
- Dealing with and advising on all data management issues, including data breaches, data subject right requests, privacy impact assessments, new supplier onboarding, new technology onboarding, cybercrime, data retention, privacy notices, data policies and procedures.
- Responding to day to day data enquiries from the business, clients and other third parties
- Assisting the intended growth plans for the firm
- Working with other members of the Risk and Compliance team and wider business as required to support in the delivery of the firm's objectives

Skills and experience:

- Qualified solicitor
- Good communication skills, both written and verbal, and the ability to deliver sensitive messages tactfully when required
- Good negotiation skills
- Strong commercial and financial awareness
- Adopts a pragmatic and innovative approach to meeting client/business needs
- A passion for risk and compliance matters
- Ability to think independently, contribute to projects and confidently engage with colleagues at all levels
- Attention to detail
- Strong organisational skills
- Excellent time management skills
- Enjoys working under pressure and meeting tight deadlines
- Excellent level of IT and systems literacy

Key competencies:

- Ability to work in a team
- A lively, energetic personality and enthusiasm for providing excellent client service
- A tenacious yet practical approach to problem solving
- Excited and challenged by the pace and demands of a corporate environment
- Good commercial awareness
- Good interpersonal skills
- A high degree of flexibility and responsiveness in approach to work
- Service-orientated with an ability to understand the varied issues facing the offices across the firm's network and provide possible solutions to challenges
- Resilient under pressure and willing to work with the challenges brought by change