

<b>Global Job Title:</b>	Lawyer
<b>Job Family:</b>	Business and Legal Affairs
<b>Location:</b>	London
<b>Reporting to:</b>	Head of BLA, Corporate
<b>Grade:</b>	SENEX

### **Purpose of the role**

This role provides legal and business affairs support to all BBCW divisions in respect of corporate and large commercial transactions. The role will involve a variety of skills including drafting, negotiating and advising on restructures, disposals, acquisitions and investments. Although the role will be predominantly focussed on corporate transactions, the role will also cover commercial related projects across the company which may arise from time to time. It is a broad role that involves both transactional and advisory work and sits in the Business & Legal Affairs, Group Legal team.

### **Accountabilities**

- To provide legal advice on acquisitions, disposals, joint ventures and other forms of corporate transactions entered into by the BBCW group.
- To draft, negotiate and advise on corporate transactions, liaising with external counsel and other members of the Corporate Legal team as appropriate.
- To support the Corporate Legal team generally with large scale corporate and commercial projects, including with the preparation and management of data rooms, due diligence exercises, simple property agreements and service agreements.
- To ensure that all necessary internal approvals for transactions are secured in a timely and efficient manner.
- Helping revise and develop precedents, training, advice notes and other documentation.
- To work with other areas of the business on rolling out training relating to corporate matters.

- To research, analyse and assist in the implementation of firm wide policies of a corporate nature.

### **Scope & Impact**

The role will support all corporate activities of BBCW. A key aspect of this role is to support the Head of BLA, Corporate and the Corporate Lawyer on all existing transactions. The postholder will become a key member of the Corporate Legal team. Success in the role will be measured by the ability of the postholder to deliver first class documentation and legal advice in a collaborative, professional and timely manner.

### **Relationships**

Given the broad nature of this role, the postholder will transact across the whole of BBCW's business and therefore it is very important for the postholder to develop strong relationships with many different stakeholders and particularly BBCW's Corporate Finance team, the Director of Business & Legal Affairs, Group Legal and the Controller of Content Investments.

### **Experience, Knowledge & Skills**

The successful candidate will have most, if not all, of the following experience and attributes:

- Experience in corporate transactions including drafting and reviewing shareholders' agreements, articles of association and/or sale and purchase agreements.
- Experience of drafting and negotiating simple contracts including confidentiality agreements, exclusivity letters and powers of attorney.
- Experience of conducting a due diligence exercise and a disclosure process including preparing, maintaining and closing an electronic data room.
- An appetite for broadening their expertise to/experience in drafting and negotiating other corporate and commercial transactions.
- Sound understanding of English contract law and intellectual property rights.
- Understanding of the media industry, particularly in relation to television production companies is desirable.

- Ability to identify potential issues in advance and develop pragmatic commercial solutions.
- High quality education and training credentials – probably from a respected city law firm corporate department.

### **Education**

The postholder must be a qualified solicitor or barrister - up to 2 years PQE desirable but not essential.