



# Legal Counsel – Legal

Ref.: LEGAL0124

Location: London based hub - with hybrid working in the UK

---

## Contents

<b>An introduction to ODI.....</b>	<b>2</b>
<b>Job description .....</b>	<b>4</b>
<b>Application process .....</b>	<b>8</b>
<b>Terms of employment .....</b>	<b>8</b>
<b>Additional benefits .....</b>	<b>8</b>
<b>Other information .....</b>	<b>9</b>

ODI is an equal opportunities employer.

The ODI is a Charitable Company limited by guarantee:  
Charity No: 228248. Registered in England and Wales: Company No: 661818.

---

*Candidates are strongly advised to study ODI's activities and objectives before completing an application form. Further information can be found on [odi.org](https://odi.org).*

## **An introduction to ODI**

### Who we are

ODI is a leading global affairs think tank. We inspire people to act on injustice and inequality. We focus on research, convening and influencing, to generate ideas that matter for people and planet.

ODI has around 200 staff, most of whom are researchers with the remainder providing a range of communications and professional expertise.

### What we do

We lead thinking and agendas to deliver transformational change and bring about a global sense of resilient, just and equitable prosperity.

- We undertake cutting-edge research and analysis to generate evidence, ideas and solutions.
- We act as trusted, expert advisers to those making change around the world.
- We bring people together to turn ideas into action.
- We communicate our work around the world to increase its reach and impact.

### Our work

Our work addresses four key global challenges:

1. Shaping the future of global cooperation
2. Tackling the climate, environment and biodiversity crisis
3. Fostering a more equitable and sustainable global economic order
4. Advancing human rights, addressing conflict and promoting peace

Digitalization cuts across these global challenges and is also a key focus of our work. Across these themes, we explore the tools and approaches needed to enable progress and address risks.

### Our values

ODI is guided by four core values. Together we are **fearless**, **inspirational**, **rigorous** and **ethical** (F.I.R.E) in all that we do.

---

# F.I.R.E

## ODI's Values-Behaviour Framework

### Values

#### **Fearless**

### Guiding Principles

We have the courage to take an independent perspective  
We are not afraid to challenge the status quo  
We are agile and prepared for change  
We speak out against injustice and unacceptable behaviour

#### **Inspirational**

We are passionate about our mission and purpose  
We are truly international, working in partnership to tackle issues of global and local concern  
We strive for excellence and to be the best at what we do  
We aim to be a positive influence for change

#### **Rigorous**

We are experts in our field  
We are socially and culturally aware  
We ensure high quality analysis and evidence that is robust  
We facilitate the transformation of ideas to policy

#### **Ethical**

We act in accordance with our Codes of Conduct  
We are zealous in our safeguarding & ethical research practices  
We abide by our written rules on business ethics  
We believe in transparency, openness, honesty, fairness and integrity in everything we do

### Attitudes & Behaviours

- We are passionate about our mission and work as one to achieve our purpose;
- We are committed to being the best, striving for quality and excellence in everything we do;
- We work strategically and in partnership to deliver shared goals;
- We are wholehearted in working to our stated values, codes of ethics & conduct;
- We take care to work within the boundaries set by the legislature, funders, regulators and professional bodies;
- We respect and celebrate the diversity of the places and cultures in which we operate;
- We strive to be inclusive and are active in promoting a supportive work environment;
- We are proud to work for ODI, promoting the good reputation and image of the organisation, wherever we may be in the world.

## Job description

<b>Job Title:</b>	<b>Legal Counsel</b>
<b>Department/Group:</b>	<b>Legal</b>
<b>Grade</b>	<b>Grade 6</b>
<b>Responsible to:</b>	<b>Chief Finance and Operations Officer</b>
<b>Purpose of Job</b>	
<p>The Legal Counsel serves as the institutional legal representative to SLT and the Board and leads the development and strengthening of ODI's legal, contract management and compliance functions across all ODI entities (ODI (UK charity), ODI Global Advisory Limited (UK wholly owned trading subsidiary), ODI Europe (Belgian non-profit) and ODI Global Washington (US non-profit). As ODI continue to expand globally, the nature of the services we deliver, the types of relationships we have with partners, and our legal and governance obligations are becoming increasingly complex.</p> <p>A key aim for this role is to help the charity to reduce its legal, contracts and compliance risk profile and to respond proactively to changes in the legal, regulatory, donor and compliance context. The Legal Counsel reports to the Chief Finance and Operations Officer, works closely with the Chief Executive and other SLT members and supervises the Legal, Contracts and Compliance Advisors and the Paralegal and Procurement Officer.</p> <p>The successful applicant will have a legal qualification and experience of working within a legal, contracts and compliance role. The applicant is expected to have detailed knowledge of all the issues that may arise and will be expected to have sufficient broad-based knowledge and experience to support ODI in strengthening our effectiveness in these areas, responding effectively, and commissioning external support as necessary.</p>	
<b>Main Duties and Responsibilities</b>	
<p><i>Legal Counsel</i></p> <ul style="list-style-type: none"> <li>• Oversight and management of key legal risks applicable to ODI including but not limited to, insurance, intellectual property, trademark registration, government legislation (including IR35) defamation, subscriptions, tenancy and lease agreements and other relevant agreements.</li> <li>• Advise and manage contract disputes and audit challenges and assist ODI in mitigating legal risks not only in contracts but compliance and operational processes where required.</li> <li>• Develop all required documentation for legal agreements for ODI employees including, secondment agreements, subject access request forms, personal data processing agreement, teaming agreement, consortium agreements for high value, complex projects, services agreements for high and low value contracts, etc.</li> <li>• Act as the legal representative on the SLT Crisis Management Team and undertake any actions deemed necessary by that group.</li> <li>• Serve as the nominated officer for any issues on potential terrorist funding or sanction</li> </ul>	

breaches.

- Support the Finance function on drafting aged debt letters and negotiating payments and settlements as required.
- Serve as a member on the Research Advisory Committee (RAC) to approve or reject the nomination and/or renewals of RAs.
- Serve as a member of the Bid Committee in assessing legal risks on high value or complex proposals.
- Support the Data Protection Officer on the legal aspects of data protection and related issues.
- Obtaining high quality advice from external firms in governance and legal advice across ODI's entities
- 

### *Contract management*

Oversee and guide the Legal, Contracts and Compliance Advisors to:

- Provide advice and support to the research teams throughout the contract process, starting with tendering and negotiating through to the eventual contract award and implementation phase. This support will include review, drafting and negotiation of contract terms.
- Simplify and streamline the contract process; developing guidance, templates and training for teams involved in contracting and promoting sound contract management across the global entities.
- Formalise the way that we engage with partner organisations, developing standard guidance on MOUs and ensuring that sub-contracts are fit for purpose.
- Assist with understanding particular aspects of contract risk as they arise and use this to help inform decisions around the ODI's risk tolerance and response.
- Update subcontractor contracts to reflect any changes to donor Terms & Conditions or regulatory changes.
- Engage proactively with appropriate contacts at our major donors and charity peers to understand the impact of changes in contract compliance and the donor environment. This will include representing ODI at donor-led events and at industry bodies.
- Ensure the online compliance tool is maintained and updated with new compliance information.
- Support the weekly legal clinic queries with feedback and actions.

### *Contract Compliance*

Oversee and guide the Legal, Contracts and Compliance Officers to:

- Ensure the contractor data base is updated and relevant queries are dealt with effectively.
- Work alongside programme managers to help coordinate large donor compliance responses.

- Develop relevant compliance related policies and protocols not covered by other departments.
- Notify programme staff and management where necessary of any upcoming changes to donor compliance expectations or processes.
- Support the organisation by contributing to the overall risk management process.
- Contribute to the ongoing professionalisation of ODI by sharing knowledge with staff through briefings and knowledge-sharing activities.

### Procurement

Lead the procurement function supporting the Procurement Advisor and internal stakeholders to:

- Ensure compliance with ODI's procurement policy and donor procurement policy where more strict.
- Support the programmes with assessment of donor procurement requirements and opportunities in order to deliver compliant, quality and value for money arrangements on behalf of ODI.
- Implement best practices in Procurement with support of Procurement Super User group and Legal team.
- Ensure procurement policies, procedures, documents and workflows are kept up-to-date

### *Cross-Programme Support*

Oversee and guide the Legal, Contracts and Compliance Advisors to:

- Provide cross-programme support and coordination including in coordinating/supporting ODI's Research Associates/VSF/DF nomination and renewal processes and contracts. This work will require reporting to and working with ODI's RAC and SLT teams.

## **Person Specification**

### **Essential**

#### ***Knowledge and Qualifications***

- Qualification in English law preferable
- Strong knowledge of contract legislation and its application
- Knowledge of charity law and governance
- Knowledge of donor and regulatory body contract compliance issues

#### ***Experience***

- Experience of working across different aspects of a contract's lifecycle, from tender and negotiation to final agreement
- Experience in corporate or charity governance
- Experience of working in a charity

#### ***Skills/Abilities***

- Strong interpersonal and negotiation skills
- Excellent analytical and writing skills
- Good presentation and networking
- Ability to work in a team and with non-specialist staff
- Ability to work on own initiative and be task focused

---

**Desirable**

- *Knowledge of the non profit legislative environment in the US and Belgium*
- An understanding if international development and the context within which ODI operates
- A working knowledge / experience of working with multilateral agencies

**Key Relationships and Contacts**

Internal:

Chief Finance and Operations Officer, Directors of Programmes, Heads of Strategic Operations, Project Managers, Senior Governance Manager, Senior Leadership Team

External:

NGOs / donors

Legal Counsels, contract and compliance managers in peer organisations

Subcontractors and potential partners

**All staff are expected to:**

- Positively support equality of opportunity both within ODI and externally
- Help maintain a safe working environment and take responsibility for own and colleagues' Health and Safety
- Undertake such other duties within the scope of their post as may be asked by their manager

---

## Application process

**ODI job site:** <https://odi.org/en/careers/>

**Expenses:** It is our policy to only support the travel expenses to attend an interview for those who are travelling from outside the UK. Please contact the HR Department to discuss this and to ensure their approval prior to booking.

## Terms of employment

**Location:** ODI hub is based at 203 Blackfriars Road, London SE1 8NJ, UK

**Salary:** £58,300 - £75,260 per annum on ODI's pay structure. Starting salary will be dependent on qualifications and experience, and subject to review.

Salary will be payable by equal monthly instalments (half in advance, half in arrears) on the 15th day of each month.

**Hours:** 09:30–17:30, Monday to Friday, 35 hours per week.

**Contract:** Permanent All contracts of employment are subject to a six-month probationary period.

**Leave:** 25 days per annum, plus statutory holidays and 3 days' paid leave for the office closure during the Christmas and New Year period. Maternity, paternity, adoption and parental leave. Full-pay sick leave after a qualifying period.

**Pension:** Generous company pension scheme. The Institute offers a contributory pension scheme with the Universities Superannuation Scheme (USS).  
[www.usshq.co.uk](http://www.usshq.co.uk)

**Union:** ODI recognises UNITE and all staff have the right to become members.

## Additional benefits

**Flexible working options:** Support in maintaining a healthy work-life balance, e.g. part-time working, compressed hours, term-time.

**Hybrid working:** Working at the hub/remotely within the UK.

**Maternity, paternity and adoption leave:** Enhanced pay for eligible employees after a qualifying period.

**Loans:** The Institute offers an interest-free season ticket loan on completion of probationary period.

**Cycle to Work Scheme:** Save up to 42% on the value of a bike and accessories for commuting, and pay monthly through your salary.

**Employee assistance programme:** Confidential Health and wellbeing support.

**Relocation:** Assistance is available towards employees who have been recruited from a place outside the UK.

**ODI Groups:** A number of social and cross-department work groups, e.g. Podcast Society, Book Club, The Anti-Racist Reading Group, Softball Team, Diversity Forum and others.



## Other information

ODI hub is based at: 203 Blackfriars Road, London, SE1 8NJ.

The hub is close to a wide range of cafes and bars, and to Waterloo, Waterloo East and Southwark stations. Central location with good transport connections to all parts of London.

ODI hub is within easy walking distance of South Bank Concert Halls, the Old Vic and National Theatres.



ODI is an equal opportunities employer.

The ODI is a Charitable Company limited by guarantee:  
Charity No: 228248. Registered in England and Wales: Company No: 661818.