

Job Description



Job title:	Senior Legal Advisor, Corporate and Group Affairs	Department:	Group Legal
Reports to (title):	Group Legal Director	Division:	Group Legal
Date:	10 May 2022		

PURPOSE OF THE JOB

To provide a high quality and professional legal service to the global Oxford University Press group in order to advance and protect the business interest whilst maintaining compliance with relevant laws and regulations, with particular focus on corporate and group affairs matters.

PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS

Maximum of 10 Accountability Statements

- 1 Provide corporate/company law support to the OUP group globally, including advice on corporate reorganisations and the maintenance of legal entities and representative offices.
- 2 Supervise the Press's Company Secretariat activity, which provides proactive company secretarial support to OUP group entities worldwide to enable such entities to comply with their local legal obligations (local filings, holding board meetings, shareholder resolutions, maintenance of constitutional documents). Maintain appropriate systems for company secretarial information for the OUP Group to ensure timely compliance with relevant filings.
- 3 Provide corporate governance support to the Press, its Finance Committee (main board), Audit Committee, and key officers (including the Chair, CEO, Group Finance Director, and Group Legal Director). Although not subject to the UK Corporate Governance Code, the Press chooses to provide in its annual report and accounts certain corporate governance information consistent with the Code.
- 4 Deliver proactive first line legal support to certain group functions, including Group Finance (including Tax, Assurance, and Risk), Group HR (including Pensions, but not including employment legal advice), Group Communications, and Group Ethics & Compliance (covering bribery and fraud, sanctions, facilitation of tax evasion, and modern slavery), to ensure minimization of legal risk, compliance with the law, and advancement of the business interest. This will entail working closely with the Group Legal Director and General Counsel, IP and Legal Operations.

- 5 Enforce OUP Group Legal Policy and procedures throughout the group and within group functions supported by the job holder to ensure they are seeking legal advice from Group Legal where required.
- 6 Provide corporate transactional support to the group to support transformation activity (e.g. acquisitions) where required (liaising with Divisional General Counsels on corporate transactions in their Divisions) to ensure that the business interest is appropriately protected.
- 7 Provide professional legal support to the Group Legal Director in all cross-divisional and group matters undertaken by the Group Legal Director, including special projects, and liaison with stakeholders in the wider University, to enable the Group Legal function to provide specialist and timely legal support to the entire group on matters impacting more than one operating division.

All of the above will be undertaken at the direction and under the supervision of the Group Legal Director.

KNOWLEDGE AND EXPERIENCE

- UK qualified solicitor, with significant post-qualification experience.
- Extensive legal experience and know how in key areas (company law, corporate governance and company secretarial matters, commercial law, intellectual property, compliance) ideally gained in private practice and in-house.
- Ability to communicate well at all levels in the organisation
- Excellent drafting and commercial awareness
- Excellent organisational skills

KEY INTERFACES

- Internal: Group Legal Director and other members of Group Legal globally;
Chief Executive, Group Finance Director; Group Financial Controller; MDs of operating divisions; Company Secretarial Assistant; Finance Committee (main board); Audit Committee
- External: External legal advisers

