



Legal Counsel

Corporate Services, Idox plc

Glasgow, Belfast or Remote (UK)

About the Role

Idox is an AIM-listed plc, a multinational company with a UK HQ and an international outlook. We build software for Government and Industry to work better and comply with regulations. We are market leaders with a broad portfolio of Products and providing Services built on insight and honed with technological advances and smart apps. <http://www.idoxgroup.com>

We are seeking a talented commercial Legal Counsel to join our collaborative Legal team. The Legal team plays an integral role in supporting stakeholders across the Idox organisation by advocating the company's best interests and advising on legal issues relevant to the business.

We are looking for a highly capable and motivated individual with a genuine interest in commercial and data protection law. Working for Idox means you will be joining a fast-paced, ever-changing corporate environment. You will be part of the integrated, wider Corporate Services community which supports Idox.

In particular, we are interested in hearing from candidates who have worked in the Tech sector before, in-house or in practice, and therefore have an understanding of Software and IT Solutions (for example - bids, licensing, procurement, renewals, sales and supply). In this role, you will have regular contact with Executive Management across the business and will interact with operational staff.

The post holder will get the chance work in a growing collegial legal team making real impact with the business. As a result, you will have the opportunity to mentor and develop new skills. You will apply your expertise to a range of commercial activities and compliance requirements, applying rigour and contract due diligence, keeping Idox in line with best practice and current commercial contract law.

Applications are very welcome from individuals bringing experience from private practice, public sector or in-house.

Key Responsibilities

- Draft, review, negotiate and advise on a wide of contracts including, but not limited to: professional services, client contract agreements, supply agreements, software licensing agreements, framework contracts, internal business policies, contract templates, data privacy and other technology agreements
- Support and educate the business across matters relating to competition, compliance, finance, GDPR, intellectual property, international law and real estate.
- Liaise extensively with internal stakeholders and forge relationships with sister functions in corporate services, and with leaders across the business
- Contribute to the continuous improvement of document templates and internal resources
- Provide legal support in all kinds of commercial activity, including due diligence, compliance, training and corporate work, reviewing and improving our processes, approach and documentation
- Advise on Idox Information Security policies and protocols, governance and authorisations.

Requirements

Idox. Do more.

- A qualified solicitor (in any UK jurisdiction).
- A flexible and robust person who can work well and prioritise work from diverse internal stakeholders under tight delivery dates
- Clear and concise communication skills able to present complex legal risks in a format which is relevant and appropriate
- Keen commercial awareness, understanding legal and reputational issues relevant to the business (including sales & marketing, promotions, advertising, consumer and data privacy laws, competition law, finance issues and commercial contracts).

Additional Desirable Qualities

- Fluency in French would be beneficial but not essential

Applications will be responded to quickly, in person – please include full contact details including a phone number where you can be reached during the day.

About Idox

Our specialist software solutions power the performance of government and industry, driving productivity and a better experience for everyone. Built around the user and designed in collaboration with experts who have worked through every detail of every process from end-to-end, our hard-working process engines deliver exceptional functionality and embed workflows that drive efficiency and best practice with a long-term focus for regulated environments.

Through the automation of tasks, the simplification of complex operations, finding scalability as operations evolve, and more effective management of information, we help our customers harness the power of Digital, so they can do more.

We employ around 660 staff in the UK and worldwide, including Europe, North America and Asia, so some travel to meet colleagues may be required.

Our Values



Dynamism

We shape our future



Responsibility

We are accountable for our actions



Integrity

We do the right thing



Valued

We value each other



Excellence

We set the benchmark for quality

DRIVE

The core values taking us forward

Our Culture

We are ambitious in working together to promote a more inclusive environment, which attracts all candidates and signals our commitment to celebrate and promote diversity. Idox is a company where we can all be ourselves and succeed on merit, where we respect all our employees, customers and communities in which we live, work and are a part of.

We recruit and reward employees based on capability and performance – regardless of race, gender, sexual orientation, gender identity or expression, lifestyle, age, educational background, national origin, religion or physical ability. Each office location worldwide, is free to respond to local needs to create a culturally sensitive workplace for everyone. In doing so, we want every employee to feel our commitment to showing respect for all and encouraging open collaboration and communication.

Our Benefits



Flex to Fit

We recognise that for individuals, the opportunity to work flexibly can enable them to achieve a better work-life balance along with a greater sense of responsibility, ownership and control of their working life. During the pandemic, all our employees successfully transitioned to remote working and we are open to conversations on work patterns to suit our employees needs such as change to working times; part time working; term time working; 9-day fortnight. We are proud to be a flexible employer enabling effective hybrid working for our employees.



Family Friendly

We understand how important family is to our employee and provide support through difficult times such as bereavement as well as offering excellent pay and leave benefits for parents and carers welcoming a child.



Health & Wellbeing

Our Workplace Wellbeing team provide support and resources on mental health and lifestyle. We also provide 24/7 confidential help via our employee assistance programme.



Be Heard

You will have the chance to impact change within Idox by having your voice heard via our CEO live broadcasts; making suggestions to Idox Voice forum or sharing your ideas in our company newsletter, Inside Idox.



Community

You will have the opportunity to participate in community and social activities, as well as group wide fundraising ventures. We prioritise sustainability and ethical impact on our communities and we pledge to allow our employees to carry out volunteer work.



Your Development

Our mentor scheme will help you to achieve personal and professional growth through learning from experienced colleagues and you will also have access to online and face to face learning modules including our Leadership Development Programme.



Financial Security

We offer full company sick pay plus income protection for long term illness and our life assurance cover is provided up to four times annual salary. Our Pension Scheme operates on a Salary Exchange Contribution Basis so you will receive relief from NI contributions.

You are also invited to join our Idox Xtra Share Scheme where every share bought will receive an extra one free from the company.

How to apply

Please submit a CV, and a short cover letter (*maximum 500 words - including salary expectation, and current remuneration*) explaining why you feel you would be suited to this role to **join.us@idoxgroup.com**

Please note successful applicants will need to satisfy the BPSS guidelines (Baseline Personnel Security Standards) which consist of the receipt of satisfactory references covering the last 3 years of employment; an identity check; verification of eligibility to work in the UK; and a Basic Disclosure Check. This is in order to help us make safer recruitment decisions.

Privacy notice

As part of the recruitment process, we will collect data about you in a variety of ways including the information you would normally include in a CV or a job application cover letter, or notes made by our recruiting officers during a recruitment interview.

Please read our Recruitment Data Privacy Policy here: <https://www.idoxgroup.com/policies>