

**Job title: Group Legal Services Officer**

**Location:** Reading (with travel to other sites)

**Contract:** Permanent

**The Role:**

TP Group is looking for a Legal Services Officer to provide legal support across its business. Working primarily from the Head Office in Reading, Berkshire and reporting to the Head of Legal and Compliance this role will provide support to the group legal and commercial functions across a range of activities.

**Responsibilities will include:**

- Drafting of group wide legal agreements using standard templates
- NDA and teaming agreement drafting and management
- Check group wide compliance with relevant processes and policies across the Legal function
- Maintain and update key policies, process documents and templates for the Group Head of Legal and Compliance
- Maintaining up to date legal and compliance training records across the Group
- Liaising with external training and compliance providers across the legal function
- Supporting legal dispute processes as needed
- Managing property leases
- Implementing and managing process to ensure effective management of company insurances
- Liaising with company patent attorney on IP management activities
- Provide ad hoc bid and contract negotiation support to local businesses during busy periods
- Undertake specific process improvement projects as needed

**About You**

**Essential Requirements:**

- 2 -5 years' experience in a similar or complimenting role
- Ability to work independently
- Excellent organisation skills
- Strong understanding of key legal/commercial processes, documentation and concepts
- Excellent legal drafting and administrative skills
- Advanced user of Microsoft Excel and Word

Preferred but not essential:

- Legal qualification to degree level or equivalent

## About Us

We are a professional services and technology partner to global, defence, energy, space and intelligence & communications programmes.

Because of our forward-thinking teams, mission-critical equipment operates effectively in the world's most challenging environments. Whether sharing innovative solutions or manufacturing advanced systems, absolute trust is core to all we do. In addition to our Group head office made up of support roles we also have two core business streams which are:

- **Technology & Engineering.** Design, deliver and support high-integrity systems from our facilities in Portsmouth, Manchester and Melksham. Engineering teams apply advanced techniques to produce solutions for our customers which can be relied upon for long service life, in difficult or dangerous environments. These include: atmosphere control systems for nuclear submarines and thermal management systems for chemical processing and energy industries.
- **Consulting and Programme Services (CaPS).** Provide through life services to enable our clients to manage the evolution of their own systems and services, in their own domain. Leveraging our long heritage of experience of designing, delivering and supporting safety, mission and business critical systems, we provide individuals with domain leading knowledge, skills and experience who can work within client teams or take full responsibility for the delivery of outcomes.

**Our people make us the successful company we are and have a TEAM TP Group culture. These values are:**

- Achieve together
- Embrace responsibility
- Strive for excellence
- Build unity
- Challenge ourselves
- Have integrity in all we do

**Company benefits include:**

- 25 days' holiday
- Discretionary annual bonus scheme
- Company pension scheme

## **Other requirements**

- Candidates must have an existing right to live and work in the UK.
- Candidates will need to undergo an internal BPSS check prior to gaining site access.
- Candidates will also need to either hold a current SC clearance or be willing and eligible to undergo a Security Clearance check (SC level) upon starting their employment with the company. To gain SC clearance you will normally need at least 5 years' UK residency.

To apply for this role, please send a CV and a covering letter detailing your current salary and benefits package to **[hr@tpgroup.uk.com](mailto:hr@tpgroup.uk.com)**