

**BPP Job Description**

**Job Title Legal Counsel**

**Department Legal**

**Location Home and office based**

**Additional details** The role is a hybrid role with the successful candidate required to attend our Offices (Vancouver based) three days a week.

**Travel requirements (if applicable)**

**Contract type Full time and permanent**

**Hours of work** BPP’s core hours for most full time staff are Monday-Friday, 9am-5:30pm (37.5 hours per week)

**Reporting lines** Reporting to Legal Counsel (Corporate and M&A)

**Job Purpose**

The objective of this role is to assist in providing commercial legal advice services to our Canadian entities (Acsenda School of Management and Arbutus College, both based in Vancouver), particularly in relation to the following core areas: student terms and conditions (with an emphasis on compliance with consumer law); supplier contracts (with a focus on IT contracts and licences), intellectual property, data protection and marketing. Currently this support is provided by the UK Legal Team, but we are looking for a local lawyer to provide specific support to our Canadian entities.

**Key Responsibilities**

Picking up new work specific to our Canadian entities (covering a wide range of commercial topics) and providing appropriate legal advice to the business within the Team’s SLAs. Working with the wider UK Legal Team and local law firms to provide comprehensive legal support to our Canadian entities.

**Skills, experience & qualifications required - Essential**

- Be a qualified lawyer in British Columbia (this role would suit a lawyer with 6 to 8 years experience, though applications from any experience level will be considered).

- Have demonstrable experience in advising on commercial contracts.

- Have demonstrable experience in advising on consumer matters (in particular consumer terms and conditions).

- Be comfortable answering a wide range of queries on various commercial topics from the business.

- Possess exceptional drafting, negotiation, problem-solving, team, communication and client management skills.

- Have strong interpersonal skills with the ability to communicate complex legal concepts into a clear and understandable format both orally and in writing to a multi-disciplinary team.

- Manage their own workload and clients.

- Demonstrate a keen interest in working in-house.

**Skills, experience & qualifications required - Desirable**

- Have a can do, positive attitude and be prepared to hit the ground running in a business that is continually evolving.

- Experience with company secretarial or corporate law matters will be an added advantage.

- Commercial litigation experience will be an added advantage.

- Previous in-house experience would be beneficial.

- Be interested in the Education sector, and the regulation governing Higher Education in particular. While experience in Education would be beneficial, it is not essential.