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Role Profile

Role: Head of Legal and Company Secretary	Permanent: 35 hours per week
Directorate: -	Typically working Mon to Fri, 9am to 5pm
Reports to: -	Hybrid working: at least 3 days per week office-based St Andrews

Main Purpose of Role

The core remit of the Head of Legal and Company Secretary is to provide leadership in the management of all commercial legal matters, and also to act as Company Secretary for the Links Trust and subsidiary companies.

Key Duties and Responsibilities

- Be closely aligned and interface regularly with members of the senior leadership team and other key stakeholders
- Be responsible for drafting, reviewing and negotiating a wide range of commercial agreements including, and not limited to; commercial partnerships, licensing, IT and supply-chain contracts.
- Develop, implement and improve strategies and processes to deliver legal services and mitigate risk including ; maintaining a suite of contracts, managing relationships with outside counsel and other legal service providers
- Effectively manage litigation matters and disputes, including developing and implementing appropriate risk-mitigation strategies
- Manage company secretarial compliance across the Trust

This above list is a summary of the main responsibilities of this role and is not exhaustive. The role holder may be required to undertake other reasonable duties from time to time.

Person Specification

This section details the attributes e.g. skills, knowledge/qualifications and competencies which are required in order to undertake the full remit of this post.

Attributes	Essential	Desirable	Means of Assessment
Experience	Qualified lawyer with an minimum of 8 years post qualification experience.	In-House experience would be advantageous	Application and Interview
Competencies and Skills	Ability to handle complex negotiations using sound judgement to ensure that the	Commercial acumen.	Application and Interview



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	<p>Trust's best interests are served from a commercial as well as legal standpoint.</p> <p>Strong drafting skills</p> <p>Able to maintain a high level of integrity and discretion in handling confidential information.</p> <p>Ability to adapt and be open minded and innovative</p> <p>Sound judgement and well developed influencing skills, together with the confidence to work with senior management across the business.</p> <p>An ability to build strong relationships and become a trusted advisor to the business</p> <p>Excellent judgement.</p>		
IT Literacy	Expert proficiency in managing and presenting data using Microsoft Office.		Interview and assessment
Attributes	Essential	Desirable	Means of Assessment

Essential Criteria – requirements without which a candidate would not be able to undertake the full remit of the role. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the short listing stage.

Obligations as an Employee

- You have a duty to carry out your work in a safe manner in order not to endanger yourself or anyone else by your acts or omissions.
- You are required to comply with the Trust's health and safety policy as it relates to your work activities, and to take appropriate action in case of an emergency.
- You are responsible for applying the Trust's equality and diversity policies and principles in your own area of responsibility and in your general conduct.



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- You have a responsibility to promote high levels of customer service within your own area of work.
- You should be adaptable to change, and be willing to acquire new skills and knowledge as applicable to the needs of the role.
- You may, with reasonable notice, be required to work within other areas of the Trust.
- You have the responsibility to engage with the Trust's commitment to Environmental Sustainability in order to reduce its waste, energy consumption and carbon footprint.

Other Information

To apply for this position, please submit your full CV and a covering letter by XXXXX 2022 to: people@standrews.com