

## Vacancy – Legal Manager

This is an exciting opportunity to join our dynamic team in the Bristol office. The Geoquip Marine Group specialises in geotechnical site investigations for marine engineering and scientific research projects.

With over 30 years of experience in offshore data acquisition we strive to be the leader in safely delivering reliable geotechnical data for our customers, who today mainly comprise of the world's leading offshore wind farm developers.

We are committed to providing our employees a stable work environment with equal opportunities for learning as well as personal growth and **we encourage creativity and innovation**. Great importance is also placed on maintaining the health, safety, and welfare of employees.

Above all, employees are provided the same concern, respect, and caring attitude within the organization as the company owes its success to each individual employee.

### Job Summary

The Legal Manager is responsible for assessing and advising on all legal matters of the Geoquip Marine Group of companies, including legal compliance and will have the opportunity to contribute to strategic discussions and decision making as a member of the senior management team. This work will include but not be limited to reviewing and drafting contracts of the company (suppliers and customers) and implementing and maintaining legal and compliance risk management processes, procedures and control systems.

Furthermore, the Legal Manager will keep track of the company's statutory obligations.

### Functions and duties

The duties assigned to Legal Manager will be varied; these will include but not be limited to the following:

- Coordination:

Responsible for all legal aspects of the contracts which are negotiated by the Company with its clients, suppliers, service providers and negotiating as such the best possible conditions for the different departments of the company. Cooperation with procurement and tendering on all conditions of contracts. The Legal Manager will work closely with the tendering department in assessing contracts proposed by our clients (including under public tenders) and to propose or review changes and alternative clauses to these contracts. In a similar way the Legal Manager will support other departments in provide contract drafting (clients, contractors, subcontractors...), negotiation and contract management support as required.

- Process/Procedure:

Continue to develop and maintain a standard set of terms and conditions and/or rider clauses following careful risk based judgment of legal and commercial objectives.

Provide sound legal recommendations and defined processes for the day to day activities of the Company based on applicable laws and best practice guides.

- Legal register:

Keeping Legal Register (ISO 9001) up to date and clearly communicate those risks to ensure other members of the management team are aware of the risk, consequences and efforts underway to avoid or mitigate the same

- **Company statutory obligations:**

Insuring compliance with regulations in areas such as statutory and company law, public procurement, privacy, economic sanctions, tax... Keeping track of all statutory obligations. Suggest procedural changes if lack of compliance should occur through audit of the legal systems.

Supporting the continued growth and diversification of the business through acquisitions, joint ventures and the establishment of new market entities.

- **Continuous Development:**

Seek to improve existing systems, processes, services, policies etc.

Be flexible and prepared to undertake any other duties, as defined by the Corporate Secretary relevant to your competence and ability.

- **Communication:**

Be in continuous communication with all departments and Senior management in order to close the negotiation on commercial contracts in a proactive positive way.

- **Policy, Procedure and Legal Support and Advice:**

Adhere to all Company policies and procedures and promote the best practice. Be assertive and forthcoming regarding development of such documents. Familiarize yourself with contract documentation (Contract, Procedure, Best Practice, etc.) and competing commercial priorities to ensure you can respond to legal queries and requests for legal support in a timely and accurate manner.

- **Any other duties deemed necessary, which are within the bounds of the incumbent's competence and function.**

## **Qualifications and Experience**

- Professional legal education.
- 5+ years' experience in commercial contract negotiation.
- Preference for experience of:
  - international negotiations
  - corporate law
  - claims management

German language would be beneficial as would Chinese

We offer a competitive salary and benefits dependant on experience.



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