

Job Title	Legal Clerk		
Directorate or Region	Americas	Department/Country	Mexico
Location of post	Mexico City	Pay Band	H
Reports to	Office Manager	Duration of job	1 year fixed term contract

Purpose of job

To provide legal advice and assurance for all the legal and corporate requirements of the British Council's entities in Mexico.

Context and environment

The British Council is the United Kingdom's international organization for cultural relations and educational opportunities. For over 80 years we have created friendly knowledge and understanding between people of the UK and people of other countries worldwide through our work in the Arts, English, Education and Society. With offices in over 100 countries, we create opportunities for millions of people to learn, share and connect.

Mexico is an important commercial, cultural and educational partner for the UK. We deliver a large portfolio of local and in some cases regional (the wider Americas) projects in English, Education, Arts and Society, working with a wide range of national, state and city governments as well as the private sector and NGOs. We teach adults and young learners in our Teaching Centre in Polanco and other locations around the city, and deliver exams and other programmes in cities across the country. Our aim is to consolidate and strengthen our brand as the UK's leading provider of education and training solutions. This means that we are always seeking partners to work with and new sources of income to support our projects, whilst opening up markets for the UK.

Accountabilities, responsibilities and main duties

All duties must be done in line with Equal Opportunities and Diversity, green policies and all other relevant corporate policies.

Accountabilities –

To provide assurance that our contracts and legal processes meet the standards required by Mexican law and our own internal policies.

Responsibilities –

- Preparing all the necessary legal paperwork, contracts and correspondence, aligned with British Council templates, policies and the Code of Conduct, ensuring that all British Council's clauses are included in the final version.
- Alignment of external contracts to British Council standards.
- Supporting corporate and external attorneys in all legal processes.
- Identifying appropriate laws, judicial decisions, legal articles, and other materials for assigned contracts or documents, conducting research in legal matters.

Main Duties –

Duties include but are not limited to:

- Scheduling and coordinating legal deadlines for the all the entities, appointments, and meetings
- Keeping contracts organized by establishing and organizing files; monitoring calendars; meeting deadlines; documenting actions; inputting information into file database and contracts management software.
- Updating professional knowledge by participating in educational opportunities; reading professional publications.
- Accomplishing organizational goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Handling incoming requests for information adequately and in a timely manner, or passing them on to the relevant member of a project team for follow-up. (e.g. calendar of events)
- Helping to prepare contracts by maintaining contact with key people involved in the activity; scheduling meetings; drafting proposals; preparing responses; generating status reports.
- Ensuring outgoing communication with internal and external clients is delivered on time and conforms to needs by department activities and consultants. Problems are immediately solved or communicated to the relevant member of the team.
- Providing information and support for external audit inquiries.
- Creating and managing a database of contracts created by SBU and vendor.
- Specifying internal governance policies and regularly monitoring compliance.

- Other routine and administrative tasks, such as processing and transcribing documentation and correspondence, entering data, scheduling meetings, among others.

Key relationships

The post holder will work with a range of stakeholders, both internal and external.

Internal: Country Director, Business Support Services, Projects Managers, Corporate lawyers, Customer Services, Teaching Centre Manager and Head of Exams.

External: Embassy colleagues, external lawyers and/or contacts.

Other important features or requirements of the job

The post holder needs to be highly organised and possess reporting skills, research skills, legal administration skills, client relationships, attention to detail, confidentiality, dependability and client confidentiality among other skills.

Occasional unsocial hours and weekend work may be required

Please specify any passport/visa and/or nationality requirement.	Right to work in Mexico
Please indicate if any security or legal checks are required for this role.	Routine background checks

Person Specification: This section sets out the selection criteria used for short listing. These criteria are classed as either essential or desirable. Essential criteria are always used in assessment.

	Essential	Desirable	Assessment stage
Behaviours	<p>Connecting with others (Essential) Making regular opportunities to understand others better</p> <p>Working together (Essential) Establish a genuinely common goal with others</p> <p>Making it happen (More demanding) Challenging myself and others to deliver and measure better results</p> <p>Being accountable (More demanding) Delivering my best work in order to meet commitments</p>		Interview
	<p>Creating shared purpose (More demanding) Creating energy and clarity so that people want to work purposefully together.</p> <p>Shaping the future (Essential) Looking for ways in which we can do things better.</p>		Required for the post but not assessed during recruitment

Skills and Knowledge	<p>Communicating and Influencing <i>Level 2</i> Relates communications to circumstances Displays good listening, writing and speaking skills, setting out logical arguments clearly and adapting language and form of communication to meet the needs of different people/audiences.</p> <p>Planning and organising <i>Level 2</i> Plans ahead. Organises own work over weeks and months, or plans ahead for others, taking account of priorities and the impact on other people.</p> <p>Analysing data and problems <i>Level 2</i> Uses data reviews available data and identifies cause and effect, and then chooses the best solution from a range of known alternatives.</p> <p>Managing risk <i>Level 2</i> Supports a risk management culture. Has track record of identifying and highlighting risks and suggesting mitigating actions.</p>	<p>Managing finance and resources <i>Level 1</i> Uses resources efficiently in own role and complies with financial rules and procedures.</p> <p>Managing projects <i>Level 1</i> Follows project management disciplines. Works with project management systems and procedures, and has a track record of compliance with them as a project team member.</p>	Short listing and interview
	<p>Using technology <i>Level 1</i> Operates as a basic user of information systems, digital and office technology. Able to use office software and British Council.</p>		Required for the post but not assessed during recruitment
Experience	<p>Proven Legal Compliance and administrative experience. Litigation and Legal Administration Skills Proven experience in working effectively in a similar post with individuals at all levels, from senior executives to junior staff, both internally and externally.</p>		Short listing
Qualifications	<p>Ability to operate in English and Spanish (both written and spoken) at a business level. Non-native speakers should demonstrate B2 level in the CEFR. Bachelor's degree in Law</p>		Short listing and interview

Submitted by	Office Manager	Date	15 March 2018
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