

The logo for Enzen, featuring the word "enzen" in a lowercase, sans-serif font inside a white hexagonal outline. The logo is positioned on an orange background that has a decorative, angular shape extending from the left edge of the page.

In house Legal Counsel

Band: 4 - Principal Consultant

Location: Solihull

Office: Enzen Solihull office up to 5 days per week

Reports to: Manish Jamthe - UK CEO

Author: Cameron Tasker

Version: 1.0

Revision: 1.0

About Enzen

Enzen is a global knowledge enterprise that focuses on gaining, refining and sharing expertise in the energy and utility sector. It provides strategic advisory and delivery of outcome-driven solutions to leading businesses, governments, non-governmental organisations and not-for-profits.

We work with customers across the value chain to deliver sustainable and lasting improvements to their efficiency and performance, adding value to their bottom line. Enzen is unique in providing a wide range of strategic advisory, engineering services and solutions end-to-end for the power, water, gas and renewable energy sectors, supported by our specialised Centres of Excellence.

Founded in 2006, the business has since grown and developed across the globe, with a presence in Australia, India, Portugal, Spain, Turkey, the UK and USA.

Role Summary

To provide legal support across Enzen in all areas of new client acquisition (including commercial and contract management), potential dispute resolution, IP and licensing applications, company Secretary activity and Employment Law.

To ensure the company complies with financial and legal requirements and has a thorough understanding of the laws that affect Enzens areas of work.

This position will be a strategic position at the heart of governance operations within Enzen. A key part of your role will be to act as a point of communication between the executive management team along with the general organisation.

Key Responsibilities

- Report to the CEO and often liaise with board members
- Providing accurate, relevant, and timely advice to the Senior Leadership team and other members of staff on a variety of legal topics that relate to Enzen's business and their products or services.
- Drafting, reviewing, and negotiating various commercial contracts and agreements.
- Managing and mitigating legal risks by designing and implementing company policies and procedures.
- Ensuring compliance with all laws and regulations that apply to Enzen.
- Promoting legal, compliance and risk management best practice throughout the company.
- Communicating with and managing any third-party bodies such as external counsel or auditors.
- Designing and delivering legal training to the business.
- Staying up-to-date with changes to legislation, particularly in relation to laws, rules and regulations that directly affect your business and specific industry.
- Liaising with senior members of staff.
- Company Secretary Duties : Prepare agendas and papers for board meetings, committees and annual general meetings (AGMs) and follow up on action points for all UK based group companies, take minutes, draft resolutions, and lodge required forms and annual returns with Companies House, maintain statutory books, including registers of members, directors and secretaries, deal with correspondence, collate information and write reports, communicate decisions to relevant company stakeholders
- Liaise with external regulators and advisers, such as lawyers and auditors develop and oversee the systems that ensure the company complies with all applicable codes, in addition to its legal and statutory requirements

Desired Experience

- 8 yrs PQE,
- Good verbal and written communication skills
- Interpersonal skills and the ability to work well with people at all levels
- Attention to detail and a well-organised approach to work
- The ability to prioritise work and to work well under pressure
- The capability to work with numerical information, plus analytical and problem-solving skills
- A diplomatic approach and the confidence to provide support to high-profile company staff and board members
- Management skills
- Team working skills
- Integrity and discretion when handling confidential information

Desired Education

- ICSA qualified