
Role Specification

Job title: Legal & Intellectual Property Counsel

Department: Legal

Location: Oxford, UK

Date: September 2022

The role within the Company

The role of Legal & Intellectual Property Counsel provides critical support to the General Counsel, Head of Compliance. The successful candidate will join the business at a pivotal stage of the strategy development and will bring with them their enthusiasm and energy to support complex major capital project development. The role is 'hands on' and calls for professional representation of Velocys during third party negotiations with vendors, contractors and project partners to provide advice in connection with, or otherwise participate in, key engagements with regulatory agencies and other stakeholders.

During extensive collaboration with the Business Development, Project and Catalysis Technology teams at Velocys, you will identify legal risks associated with project and technology development, including the administration and expansion of the Company's extensive IP portfolio. This will require the identification and consideration of appropriate strategies and structures together with taking the lead on the drafting of legal agreements, reflecting commercial principles, while upholding professional standards, legal obligations and the Velocys code of conduct. More broadly, the role will also involve day-to-day protection of the interests, reputation and brand of Velocys, by providing sound legal advice in respect of commercial and contractual arrangements, assisting with negotiations and supporting compliance activities in relation to the group companies. In addition, you will provide advice relating to regulatory compliance as well as employment, property, data protection/privacy law, Anti Bribery & Corruption and relevant corporate law. Occasional Company Secretary support for subsidiary entities of Velocys will also be required.

The successful candidate will be able to provide demonstrable, post-qualification experience with a specialisation in procurement and contract management as well as solid experience in commercial and Intellectual Property law. Furthermore, they will be an effective communicator with a passion for maintaining a first class in house legal service.

Responsibilities

- Act as commercial support lawyer for complex major capital project development in UK/US as well as global business development, procurement, licensing and regulatory work.
- Provide strategic legal risk management advice to the business, including in relation to reference projects and other transactional and commercial matters, and act as a sounding board for key decisions and policy matters, advising across UK & US and procuring and interpreting external legal advice as appropriate.
- Protect Velocys' interests and enhance its reputation and brand by providing sound legal advice in all commercial and contractual arrangements,

- Draft and review legal documents, assist with commercial negotiations, draft and negotiate appropriate amendments for contracts for projects undertaken, in accordance with Velocys policies, with a view to achieving “best for Velocys”.
- Represent Velocys vis-à-vis third party vendors, contractors, partners and provide advice in connection with, or otherwise participate in, key engagements with regulatory agencies and other stakeholders.
- Act as a key link between the Oxford team and the US employees to ensure the business operates within the appropriate legal governance required. Oversee the legal and regulatory compliance of the group companies.
- Support development of complex commercial contracts including offtake and feedstock agreements, FEED and EPC documentation and management of claims and disputes, including where necessary, the engagement and management of external counsel, developing defence and resolution strategy and making recommendations to the Leadership Team.
- Proactively provide contract management and compliance related training as required and be readily available for contractual and risk discussions and coaching of staff in contract and risk management.
- Occasional Company Secretary support for Board meetings of group subsidiary companies. Company Secretarial responsibilities for the plc are provided by General Counsel/Global Company Secretary.

Organisational interactions

- Immediate supervisor title: General Counsel, Head of Compliance
- Next level supervisor title: CEO
- Collaboration with other individuals and groups: Business Development, Technology, Engineering/Projects, and business support functions

Education and experience

- Robust post-qualification experience in contract and commercial work with strong IP experience; obtained in a commercial or project-based setting, with hands on experience either as a secondee or through previous in-house role, in UK and ideally US exposure.
- Solid negotiating skills, to ensure a “best for Velocys” outcome with contractors and clients. Ability to identify solutions taking into account legal, commercial and project considerations and influence others with an optimistic can-do attitude.
- Flexible and resourceful with excellent legal and strategic judgment, coupled with strong business partnering and stakeholder management skills.
- Demonstrable record as a creative self-starter working independently with good professional experience and ability to demonstrate resilience in a nascent, volatile sector and able to make decisions in ambiguous circumstances and to work in an uncertain regulatory and legal environment without significant management oversight.
- Detailed understanding of contractual and insurance issues relating to Velocys business. some experience of public fundraising useful.
- Excellent analytical, communication and interpersonal skills. Ability to clearly explain legal risks, develop sound mitigation strategies and find acceptable commercial solutions.
- Ability to work with both internal and external stakeholders with diverse external background, including senior government officials, advisers and business representatives.
- Excellent business acumen, risk assessment ability and ability to balance competing interests of business at key stage of its evolution. Good commercial judgement and the ability to handle multiple demanding clients and tasks in a project environment which requires a time-efficient and thoughtful legal touch across several legal disciplines.



- Astute risk and reputational management skills, and requires the ability to deal with, prioritise and manage multiple tasks and projects. The ability to work in a less well-defined legal environment with clients who need prompt pragmatic legal advice.
- Availability to globally collaborate with US; this may mean some flexibility of working outside of UK core hours to facilitate.
- Legal knowledge of regulatory compliance including data protection laws, anti-bribery laws and whistle-blower protection laws.
- Prior experience of Company Secretarial work, international Mergers & Acquisitions and new Business Development projects would be an advantage.
- Create a positive, proactive culture encouraging high performance and collaboration.
- Proficient user of MS Office to an advanced level.

Contact

Please send your CV and any additional information to support your application to:

careers@velocys.com.

