



Job Pack

Legal Counsel (In-House)

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## About Copyright Licensing Agency

The Copyright Licensing Agency Ltd (CLA) is at the forefront of the rapidly developing fields of intellectual property and electronic rights management. We licence organisations for photocopying, scanning and digital reuse of articles and extracts from print and digital publications. This includes books, magazines, journals, electronic and online publications, as well as press cuttings or documents supplied by a licensed third party.

*“Our mission is to **help customers legally access, copy and share the published content they need**, while also making sure that copyright owners are paid fair royalties for the use of their work.”*

### Where does the money go?

We are a not-for-profit, so all the money we collect in licence fees is distributed to the copyright owners after our costs have been deducted. During any financial year, our licence fees are distributed to our partner organisations; ALCS, PLS, DACS, PICSEL and international reproduction rights organisations for onward payment to writers, publishers and visual artists including illustrators and photographers.

# Job Description

## Legal Counsel (In-House)

<b>Contract type</b>	Permanent
<b>Department</b>	Legal
<b>Salary</b>	Dependent on experience
<b>Reports to</b>	General Counsel and Company Secretary

### Role Summary

The Legal Counsel will play a pivotal role in providing timely, high-quality and practical legal advice and commercial contract support in furtherance of CLA's business activities and strategy. The role involves collaboration across the organisation to support business development and innovation whilst ensuring legal compliance and effective risk mitigation.

The successful candidate will have a general interest in the creative industries and demonstrate CLA's values, as listed below:

-  We support creativity
-  Our knowledge is our strength
-  We find solutions
-  We connect creative communities
-  We are ambitious
-  Our people make us who we are

The purpose of the job description is to indicate the general level of responsibility of the position. The duties may vary from time to time without changing their general character or level of responsibility.



# Job Description

## Legal Counsel (In-House)

### Main responsibilities/Key tasks

- Act as a key advisor and provide clear, concise and practical legal advice and support on commercial contracts (including queries to CLA licence terms) and business opportunities and risks, in a timely manner.
- Review, draft, advise on and negotiate a broad range of standard form and bespoke CLA licence agreements, other commercial, data, research and marketing agreements, statements of works, software development, licence and SaaS agreements and confidentiality agreements.
- Collaborate closely with business teams including Commercial, Operations, Data and Technology to foster a culture of legal awareness and compliance, driving efficient and effective contract management processes.
- Review and maintain/update standard form agreements and internal legal documents and policies.
- Research and stay apprised of relevant new legal and regulatory developments and issues relevant to CLA's business.
- Develop and deliver internal training on a range of legal topics and CLA legal policies.
- Support the General Counsel and Company Secretary and the broader legal and policy team on a range of legal and governance related activities, as required.

### Person Specification

#### Core skills and attributes needed to fulfil this position are:

- Qualified solicitor in England and Wales, with 1-5 years PQE. PQE levels referred to are shown purely as a guide and do not preclude those candidates with more or less PQE from applying.
- Excellent contract drafting and negotiation skills and understanding of, and interest in, contract law, data protection and IP/IT law.
- In-house legal and commercial contracts experience highly desirable.
- A team player, with a positive approach, who is willing to proactively engage with business stakeholders at all levels.
- A clear and concise communicator, able to present and break down legally complex issues in way that can be understood by stakeholders at all levels.
- A problem solver with excellent analytical skills and attention to detail.
- Flexible and commercially pragmatic.
- Independent, resourceful with ability to effectively manage and prioritise workload.



## Benefits

- **Holiday**

27 days in a full calendar year, in addition to all bank and public holidays, and pro rata for part-time staff and those joining during the year. Three days of which are fixed to be taken between Christmas and New Year.

Holiday entitlement increases to 29 days after 5 years' service and 32 days after 10 years' service (pro-rated for part-time employees).

- **Holiday Purchase Scheme**

In addition to annual holiday, staff may purchase up to one week's additional holiday in any given leave year.

- **Group Personal Pension Plan**

CLA operates a Group Personal Pension plan with a minimum employee contribution of 5%. CLA will contribute 4.5% within the first year, rising to 7.5% after one year and 10% after 4 years' service. After one year, matched funding is available (up to 2.5%) for additional employee contributions above 5%. Membership of the pension scheme is available on a salary sacrifice basis and the Employer's NI savings on your contribution will be paid as an additional amount to your pension fund.

- **Hybrid working**

CLA has a Hybrid Working policy which includes the opportunity to work from home and office hot desking, giving employees the freedom to work where they are most productive. Hybrid working not only encourages collaborative and productive workstyles within CLA, but also allows for cross-organisational practices to be carried out with significant efficiency.

- **Life Assurance**

The scheme is non-contributory to members and offers a minimum of four times basic salary on death in service. (Salary is based on basic salary at time of death excluding any bonuses or additional payments).

A satisfactory health declaration may be required as a condition of joining the Life Assurance Scheme.

- **Healthcare**

All staff are entitled to join the company private healthcare scheme on a single member basis after the completion of six months' service. Family membership (at preferential rates) may also be purchased.

- **Asset Cash Plan**

After completing three months of service, all employees have the privilege to enroll in Level 2 of the company's Asset Cash Plan. There's also an option for employees to enhance their plan and include their partners at preferential rates. If employees opt for these upgrades or wish to include their partners, they will be responsible for the associated costs.

However, employer-funded cash plans are a taxable benefit and we are required to inform HMRC annually of any payments made on your behalf in relation to the cash plan scheme. Your tax code will then be adjusted to reflect the value of the benefit.

- **Incentive Scheme**

The scheme is dependent on CLA reaching its revenue and distribution targets and is paid in May. Achievement of target (plus 100% Distribution) will result in a maximum 10% bonus (pro rata depending on joining date in the financial year in the first year of employment).

Performance in excess of the UK revenue target (plus 100% Distribution) will result in an equivalent % bonus being available.

- **Personal Accident Insurance**

- **Employee Assistance Programme**

All staff have access to a 7 day-a-week 24 hour helpline which provides help with problems such as legal, marital, bereavement or a workplace issue.

- **Professional Subscriptions**

## Recruitment Process

**Send application to**     [human.resources@cla.co.uk](mailto:human.resources@cla.co.uk)

**Closing date**             12PM on Friday 14th February 2025



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