# Head of Legal

### Com Laude - About us

The Com Laude Group is an established and trusted partner to many of the world’s most recognisable brands. The business has operated at the heart of the internet since the inception of Com Laude in 2004, and today is regarded as the most trusted provider of the highest quality domain management services to corporates.

This is encapsulated in the Group’s mission statement, “The most trusted provider of domain & registry management services to brand, IT and IP professionals”.

Headquartered in London, and with offices in Seattle, Tokyo, Edinburgh, Eastbourne, Valencia and Caerphilly the business is expanding internationally as it continues to develop and grow.

### Culture

The Group has a strong culture born out of the depth of expertise of our employees and the considered approach all employees take to the development of the business. We are honest, ethical, trustworthy and professional in everything we do. And most importantly we always place the customer first, constantly striving to maintain our status as the quality leader in our niche industry. We value responsibility, inclusiveness, sustainability and equality and we welcome new team members who can help us to diversify our culture.

### Services and Markets

The business operates at the intersection of Intellectual Property Protection and Information Technology.

It has a well-established Internet Domain portfolio management business, trading as Com Laude. This business is supported by a client management team who are experts in their field and who passionately develop the strongest relationships with our clients.

Our teams use our bespoke domain management platform to efficiently manage internet domain portfolios for our clients located all over the world, as well as associated services. There is an advisory element to the services, which clients highly value. It enables clients to tailor their portfolio to their branding goals and business needs as well as suit their budgets and is complimented by our domain monitoring and dispute resolution services.

The Group also operates a leading new Top-Level Domain consultancy business, trading as Valideus. This business provides strategic consulting, application management services and ongoing support and services to our clients who chose to secure their own internet top-level-domain. This includes the so-called “.brand” registries such as .citi or .kpmg. Future rounds of new top-level-domain applications are expected within the next 2-3 years, and with growing awareness amongst potential applicants the prospects for growth are attractive.

Following private equity investment in 2017, the Group is pursuing a growth strategy achieved organically and by entering selected new geographic markets. We are actively trading in the USA and are becoming established in Japan. We have also enhanced our domain name brand protection capability through the acquisition of well-respected Scottish domain name registrar, Demys. We continue to look to extend our services to add additional value our clients, be that in-house or through acquisition.

### Your role

We are seeking a Head of Legal, to oversee our small in-house legal team, based in central London. You will report directly to the Chief Financial Officer and fulfil the role of trusted legal adviser to colleagues throughout the business at various levels of seniority.

### What you'll need to succeed

To be successful for this position, you will be an experienced, qualified legal professional who has previously operated at this level. You will have worked within a fast-changing environment ideally for an international, global organisation. Experience of working within the IT or Technology industry with a compliance element would be an advantage. Given our client base, an appreciation of and support for intellectual property protection is also valued.

### Duties and Responsibilities

* Partnering with senior leadership, commercial and operations teams to improve processes across all aspects of legal & compliance, maintaining the business’s integrity internally and externally (reputational risk)
* Support the commercial development of the business by contributing to RFP requirements and negotiating client contracts at all stages of the client lifecycle in a way that is professional, commercial, friendly and clear
* Ownership and continuous development of Master Service Agreements, Statement of Works and our digital/online terms & conditions focusing on fair and balanced contractual terms which minimise negotiation, achieve long term client retention whilst managing business risk
* Negotiate supplier contracts to deliver best value for the business without exposing the group to unnecessary risk
* Ownership of a contracts management database that will form the basis of a virtual data room
* Develop, maintain and implement policies to ensure compliance in all aspects of corporate law, including dynamic areas such as data protection, trade sanctions, bribery and corruption
* In collaboration with our HR function ensure that the business maintains compliance in all aspects of employment law, across all jurisdictions, including employment and consultancy agreements, staff handbooks, disciplinary and redundancy matters
* Keep up to date with regulatory and legal issues that impact our business
* Develop and manage a trusted network of external legal advisors including in international locations and ensure good value for money
* Key stakeholder in Com Laude’s “Round 2” project team which will be established in 2021 with the aim of delivering the Group’s growth objectives by managing future new top-level-domain applications on behalf of dot brand clients.
  + This will include ownership of commercial contracting
  + Shared responsibility for certain aspects of the ICANN application process
* Collaborate with internal stakeholders to ensure compliance with our industry regulator ICANN and upstream registries (including ccTLDs and gTLDs).
* With oversight of our Head of Legal Policy, taking specific responsibility for specific policy areas within the ICANN community as required, especially where your legal knowledge will be an advantage.
* Help the business maintain suitable legal protections to its brands and trademarks, balancing business need with budgetary constraints
* Manage the group’s global insurance programme
* Manage the contractual elements of the group’s international property obligations
* Key stakeholder in key corporate projects, such as due diligence and integration of acquisitions as the need arises.
* Provide written briefings to the Finance and Corporate Services Director and in turn the Operating Board, to include items of opportunity and risk as well as latest legislative developments of relevance to the business/its directors
* Advise in relation to any disputes
* Mentor and manage the personal development and training requirements for the legal team, which includes full-time and contractor support
* Deliver staff training in relation to legal and policy matters as necessary

### To be considered for this role you must be able to demonstrate:

* You are an English qualified lawyer
* You have at least 5 years’ post-qualification experience gained in-house or in a reputable law firm
* You have strong legal drafting and negotiating skills, excellent attention to detail, and genuinely enjoy drafting, reviewing and negotiating commercial contracts
* You can write in plain English, for example when communicating with staff or clients
* You are driven to learn about and understand the business and are able to give advice that is both legally sound and commercially aware, taking into account the Group’s business objectives and wider commercial picture
* You possess strong analytical and problem-solving skills, able to come up with creative solutions that meet multiple needs
* You are able to communicate effectively in writing and orally, to lawyers and non-lawyers
* Friendly, approachable, collaborative, you are a good communicator and team player who is able to build relationships with the different business teams and stakeholders across the business and work effectively with people at all levels
* Self-starter who is pro-active, asks questions, willing to make suggestions and see them through, and knows when to ask for help
* Quick, accurate, you are able to work under pressure, prioritise tasks, be adaptable, and complete tasks to a deadline
* Person of integrity, who develops and maintains the trust and confidence of the team, the executive directors and the business generally
* A commitment to the professional development and training of the legal team

Experience of international jurisdictions, notably the United States, would be an advantage.

### Benefits Package

Salary commensurate with experience.

25 days’ holiday a year

Participation in company bonus scheme: up to 10% bonus can be achieved based on personal and team performance.

### Applications

To apply for this role please attach a current CV and cover letter detailing your suitability for this role and confirming our nearest office location to you and salary expectations.

Due to the volume of applications we receive for roles, we cannot guarantee to provide feedback to unsuccessful applicants.