

## **About the Energy Innovation Centre**

The Energy Innovation Centre (EIC) is a not-for-profit innovation scout owned by seven of the UK's gas and electricity distribution networks. We are established, expert and connected.

We connect industry with a global community of 2000+ SME innovators to explore the challenges that impact our collective future and find new ways of working that will better meet the needs of our communities.

Linking industry with innovators, we accelerate the discovery, development and deployment of innovation across the energy landscape, with the aim of securing a demonstrable return for the energy customer.

We scout for bright ideas, bring the right people together, explore the challenges that impact our tomorrow, deliver game-changing projects, shape shared goals and foster meaningful collaboration.

### **Our vision**

The EIC has a vision for 2022. This vision is underpinned by a comprehensive strategic roadmap which details how we will achieve our goals over the next four to five years.

The vision serves to communicate the EIC's aspiration to grow and go global. The vision also demonstrates our commitment to becoming a digital business – transferring our business as usual processes and our communications online.

### **Role Summary:**

We are looking for a personable and enthusiastic paralegal to work with our Company Secretary and legal Counsel on day to day contract matters, which will include drafting and reviewing commercial agreements and assisting with advising on Intellectual Property matters. This is a commercial, client facing role which will involve a significant amount of contact with our stakeholders and partners.

We anticipate that candidates with a good understanding of commercial contracts would be a good fit for this role. This experience will have been gained through working in-house or in private practice and will have a corporate, commercial, technology or projects background. The candidate will be required to work collaboratively as part of a team and will possess the following skills:

- The ability to identify key issues and consistently apply a high standard of integrity, professionalism, legal knowledge, expertise and business ethics.
- Very strong interpersonal, communication skills, both verbal and written.
- A team player.
- The ability to provide pragmatic, flexible and commercially focused and value-added legal advice.
- Good contract drafting and negotiation skills.
- The ability to work autonomously as well as within a team environment.

- Practical approach with a "can do" attitude.
- Attention to detail.
- A law degree is desirable, but not essential.

Duties will include:

- Reporting to and supporting the Company Secretary/Legal Counsel in relation to legal and commercial matters.
- Supporting Innovation Engineers and other team members in relation to contractual and legal matters.
- Drafting, reviewing and negotiating a range of agreements including Investment Agreements, collaboration agreements, novation agreements, deeds of variation, NDA's/confidentiality agreements, IT agreements, Intellectual Property assignment and licenses.
- Contract administration including tracking progress with contract drafts and dealing with signature/completion formalities.
- Managing and updating contracts database
- Assisting with company handbook/policies and procedures.
- Communicating and collaborating with external and internal customers.

**What we offer in return:**

- Salary: £20,000-23,000 depending on skills and experience.
- 25 days annual leave
- 10% employer contribution into a non-contributory personal pension plan
- Private Medical Insurance
- Childcare Vouchers
- Flexible working hours

Full & Part Time applications considered.

To be considered for this role, please send a full cv and covering letter to tell us why you are the right person for this role.