



Commercial Paralegal

About GMO GlobalSign

GlobalSign is the leading provider of trusted identity and security solutions enabling businesses, large enterprises, cloud service providers and IoT innovators around the world to secure online communications, manage millions of verified digital identities and automate authentication and encryption. Its high-scale PKI solutions support the billions of services, devices, people and things comprising the Internet of Things (IoT). The company has offices in the Americas, Europe and Asia. For more information, visit <https://www.globalsign.com/en/company>.

Summary of the role

Purpose: GlobalSign is looking for a Commercial Paralegal, ideally with some technology industry knowledge, to join their busy in house legal department in the West (EMEA and Americas). This is a varied role involving contract management, some contract review and monitoring, and liaising with all departments across the business on a range of legal and regulatory matters including, GlobalSign's Environmental, Social and Governance (ESG) programme.

Department: Legal

Reporting into: Legal Counsel (West)

Location: Maidstone (hybrid)

Nature of employment: Permanent

Contractual hours: 37.5 hours per week

Reports: This role does not have people management responsibilities

Travel: Occasional

Flexible working: We are hybrid working and would consider remote working with occasional office visits or other flexible working arrangements as long as you permanently reside in England.

Equal opportunities, diversity and inclusion: We are an equal opportunities employer committed to diversity and inclusion and have a zero-tolerance approach towards bullying and harassment.

Right to work: For your application to be considered, you must have a current right to work in the UK.

Background checks: Due to the trusted nature of our business, you will be required to undertake identity and background checks, including criminal record checks and qualifications, and periodic reviews of trustworthiness. You will also be required to immediately inform your line manager of any changes in your circumstances relevant to these checks.

Main job responsibilities and accountabilities

- Support in the establishment and coordination of GlobalSign's ESG programme. Assist to write policies and procedures and liaise with different departments to gather and maintain data relating to ESG programme requirements and corporate reporting.
- Support GlobalSign's annual third-party certification reporting.
- Promote ESG legal, compliance and risk management best practice throughout the business unit.
- Draft, review, negotiate and revise a range of commercial contracts including confidentiality agreements, licensing agreements, services agreements, contract addendums, RFP documentation and DPAs.

- Ensure contractual arrangements meet legal and/or regulatory compliance requirements.
- Coordinate and communicate contractual terms to other departments whose functions are necessary to the development, implementation, and management of the agreements.
- Ensure high quality data entry of contract details into contracting database and completeness of all contracting processes.
- Assist in the general legal queries that arise in the business including ad hoc legal research.
- Responsibility for complying with company policies and procedures, including but not limited to information security and acceptable use, and for undertaking mandatory in-house company training as required.
- Undertake other job responsibilities and accountabilities within the remit of the job role as and when these may arise.

Person specification

Essential

- UK Commercial Lawyer (Solicitor or CILEX) PQE, or Trainee Lawyer.
- Experience working either as a commercial paralegal or contracts manager in a law firm or in house role.
- Contract review and drafting experience.
- Knowledge of contract management best practice.
- Knowledge of global data privacy laws.
- Excellent communication and organisational skills.
- Strong attention to detail.
- Ability to work both independently and as a member of a team.
- A 'can-do' - attitude and a team player who would like to develop as a Lawyer or is keen to be a career Paralegal.
- Fluency in English.

Desirable

- Familiarity with Environmental, social and governance (ESG) laws and programme implementation highly desirable.
- Project and/or compliance programme management skills.
- French or German language skills a plus.

One GlobalSign Way

Our employees are expected to fully embrace our 'One GlobalSign Way' and demonstrate the following behaviours daily in their job roles.

- *Ownership* - Be responsible and accountable for own job responsibilities, performance, conduct, learning, training, development, career progression and effective communication.
- *Creativity* - Challenge how things are done, suggest more effective and efficient ways of working, actively seek to improve customer service and product offering to both external and internal customers.
- *Integrity* - Behave ethically and morally by complying with Company rules, policies, processes, procedures, and governmental/governing body laws and regulations.
- *Collaboration* – Understand and demonstrate effective team working skills by working successfully within and across teams.
- *Diversity (and inclusion)* - Contribute to a dignified work environment by respecting and including others irrespective of age, culture, ethnicity, race, nationality, religion, belief, gender, gender reassignment, sexual orientation, disability, marriage/civil partnership and pregnancy/maternity.



- *Waku Waku* - Seek to be passionate and positive about GMO GlobalSign by aligning with the mission, vision, behaviours and objectives.

What we offer

We offer a competitive salary and benefits package including company profitability scheme, workplace pension, group income protection insurance, group private health insurance, group life insurance cover and much more.

Application process and deadline

If you meet the criteria listed above, found the nature of our business fascinating, and can demonstrate our One GlobalSign Way behaviours daily, then please apply for the role by sending us an email to hr-uk@globalsign.com with a cover letter along with your current CV/resume before 06 June 2024.

Privacy Policy

I understand that by continuing to apply for this vacancy, I am agreeing to the processing of my personal data, subject to GlobalSign's [Privacy Policy](#).