

MCARTHURGLEN

GROUP

Job Title	UK Legal Advisor	Region	Head Office
Reports To	Senior Legal Manager	Band	4
Location	London		

Our Mission

'To create the finest retail experiences.'

Our Purpose

'Making the extraordinary possible'

Purpose of Position

To assist the Senior Legal Manager (UK & Canada), supporting the continued operation of a high functioning in-house legal department. The role will include commercial real estate; commercial contracts; debt recovery; construction and planning; dispute resolution and other ad hoc legal issues (including ESG, marketing and corporate governance) and act as a trusted advisor to internal stakeholders.

The Legal Advisor will represent the department across various aspects of the business, by working closely with head office functions and Centre teams and liaising with external professional advisors to ensure actions taken by McArthurGlen appropriately balance legal and commercial factors and are legally compliant.

The Legal Advisor will, where required, deputise for the Senior Legal Manager, including leading on matters, attending meetings and engaging with senior stakeholders.

Key Accountabilities

- Lead and manage of commercial real estate transactions (primarily leasing and asset management), instructing external solicitors where appropriate, managing the performance of the designated firm representative and providing instructions to them as well as monitoring the progress of transactions and reporting upon the same.
- To act as principal legal contact for designated Centres across the UK and Canada and liaise regularly with relevant stakeholders to ensure that there is adequate legal support for the designate sites.
- Management of commercial contract transactions for goods and services (including but not limited to facilities and marketing events), including leading negotiations on more complex or high-value arrangements, instructing external solicitors where appropriate, managing the performance of the designated firm representative and providing instructions to them as well as monitoring the progress of transactions and reporting upon the same.
- To support the property management function and development team on all matters relating to property enhancement projects (including but not limited to industry standard construction contracts and appointments) and potential new build projects including planning related matters.
- To assist the implementation and where appropriate the management of the company's ESG strategy where it impacts on the legal department and its remit across the business.

- To manage, advise and negotiate UK Debt Recovery and Insolvency work, ensuring the resolution of disputes are concluded in a timely and commercially focussed manner to maximise income recovery for MG and its investors.
- To assist the implementation and management of corporate governance and risk management procedures relating but not limited to anti-bribery and corruption and data protection activities as required and directed from time to time.
- Support the Senior Legal Manager in the prioritization, allocation and oversight of legal work across the UK and Canada function, including informal mentoring of junior team members where applicable.
- To deal with ad-hoc tasks and general legal matters, such as reviewing and advising upon legal queries and conducting legal research as delegated from time to time.
- Participate in relevant Departmental and inter-departmental meetings relevant to the work being conducted.
- To assist in the running and preparing of reports as required and updating different schedules, records and trackers.
- Assist with the preparation and delivery of training within the team as well as to the wider business.

Knowledge and Skills

Formal Education/Qualifications

- 3-6 years PQE

Experience

- Solid legal experience (inhouse or private practice) operating with a high degree of autonomy and stakeholder responsibility.

Critical skills

- Computer literacy, Excel, Word, Office
- Ability to work to strict and challenging deadlines
- Good accurate reporting skills, both verbal and written
- Problem-solving skills
- Teamwork
- Organised
- Proactive
- Analytical
- Numerate

Our Success Framework



McArthurGlen, an extraordinary experience for everyone.

At McArthurGlen we value the diversity of our people.

We celebrate difference and believe that everyone is extraordinary.

We are committed to building a culture where our opinions and contributions

are listened to and respected and anyone can be themselves.

We learn and grow together, we all belong.

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