

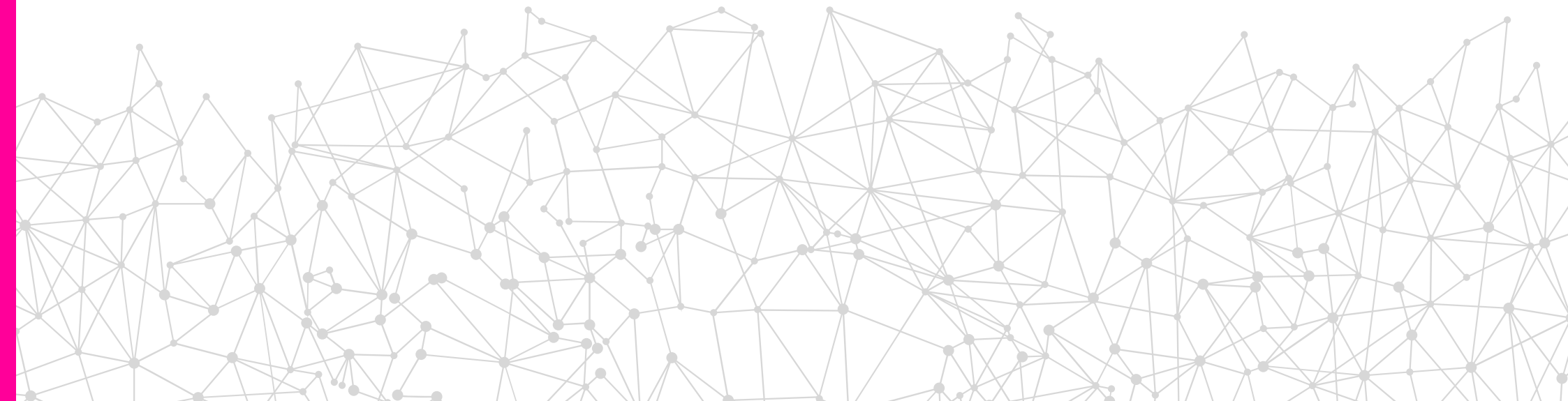


# Contracts Manager

Location: UK

Role Type: Permanent - Full Time

Job Location: London / Hybrid (minimum of 2 days a week in the office)



## About Sagacity

Data makes the world go round. Every day, we generate it, use it, consume it, and demand it. At Sagacity, we are all about the intelligent use of data. We work with some of the country's leading brands to support them in making wise decisions powered by data. We help them transform their customer data into a structure they can use, enabling them to improve it, make sense of it, and drive value from it.

Founded in 2005, we are a customer-centric business with a World Class +82 Net Promoter Score. We believe data should be at the heart of every company. While we are sector agnostic, primarily our clients are in the water, energy, telecoms, financial services, charity, and retail sectors. We help them improve their customer prospecting and marketing, customer management, billing, collections, and retention over the lifetime of the customer.

We have delivered consistent success and ROI for our clients through new customer acquisition, customer management, onboarding, and ongoing development, to ensure every consumer is treated like an individual.

Data can reveal the full picture and we join the dots.

## Responsibilities

Reporting to the Head of Legal, principal responsibilities will involve:

- Providing back up and support to the Head of Legal in a legal team of two
- Negotiating commercial contracts to support business colleagues (Sales teams and otherwise), particularly those on Sagacity standard templates
- Providing day to day legal support to the company; point of contact for business colleagues; providing answers to legal queries
- Creating and maintaining Sagacity standard contractual templates including NDAs, DPAs, Standard Terms & Conditions, Data Licences (including end users and resellers), MSAs, Contracts and Statements of Works
- Assisting in performing reviews of third party created NDAs, DPAs, MSAs, Contracts, Licences and Statements of Work in order to safeguard Sagacity's legal position
- Assisting in ensuring contract administration activities are performed including monitoring and actively managing renewals and revisions in line with expiration periods
- Assisting in building out the legal "hub", legal training, use of legal intake system, etc
- Maintaining contracts tracking e.g on change of control/assignment provisions
- Providing assistance on bids/RFPs/tenders
- Keeping up to date with regulatory developments impacting Sagacity, our clients and our suppliers, and assisting in rolling out any resulting changes to the company by way of training or revised documentation
- Providing back up and support to the Data and Compliance Manager for Data Protection matters when necessary

- Assisting the Finance Department when necessary
- Working closely with Head of Legal on issues of data misuse and breach of contract to obtain appropriate resolution
- Providing support for input into M&A activities including the provision of information for legal Due Diligence, as appropriate

(Document signature, filling and similar tasks not currently within scope)

## Requirements

You will have excellent communication, planning, prioritisation and organisational skills. You will demonstrate strong commercial awareness, which promotes and protects the interests of Sagacity, our client and suppliers alike.

### **Key competencies and requirements include:**

- Self-Starter and ability to act under limited supervision when appropriate
- Keen eye for detail
- Confidence to work in a small legal team of two
- Excellent planning and reporting
- Clear and transparent communication
- Delivery and deadline driven
- Client relationship management
- Logical and structured approach
- Critical thinking and problem solving
- Decision-making
- Team player, approachable, likeable
- Trustworthy
- Adaptability
- Accountability and ability to take ownership of projects and drive them to successful completion
- Ability to work well under pressure and meet demands
- Presentable, professional, punctual

## Education, Training & Experience

- At least 2 years' experience in commercial law - in private practice or in-house (although in-house is desirable). Previous roles may include: paralegal, contracts manager, trainee or junior solicitor
- Experience in drafting, negotiating, advising on a broad variety of commercial contracts e.g. client and supplier agreements, data licensing, Master Service Agreements and Consultancy
- Sagacity is a data and insights business processing large quantities of personal information so a knowledge of UK GDPR is beneficial
- You should be able to adapt to working in a small team, where priorities can change rapidly
- You must have excellent communication skills, both written and oral, and be very comfortable interacting with all people at all levels across the Sagacity team and with our client contacts
- Familiarity with use of legal tools and resources such as Practical Law

## People at Sagacity

Success in any business is ultimately about its people; their skills, personality, attitude, qualities, dedication and enthusiasm. We recognise the value of our people and their commitment to working together as a team, but equally between ourselves and our clients.

Our consultants are often personally recommended and undergo rigorous screening to ensure they share the qualities that are integral to our business. They naturally have an outstanding level of skill in their areas of expertise, many with significant operational experience within our key industry sectors.

At Sagacity, we:

- believe working with our clients, in collaboration, delivers better results
- coach & mentor our clients' teams so our solutions live on after our assignment ends
- believe in delivering benefits as we go along

If you would like to join a unique working environment, with a sociable culture, where work is done a little bit differently – and we believe 'better' - then we look forward to hearing from you!