



Post: Head of Legal
Reference: TG1932
Band: Band 1
Department: Legal
Contract: Permanent
Hours: Full-time
Reporting to: Managing Director
Responsible for: Senior Solicitor, Intellectual Property Manager, Team Administrator
Location: Millbank, London

Background

Tate aims to be the most artistically adventurous and culturally inclusive global art museum. We deliver this aim through activities in our four galleries across the UK (Tate Liverpool, Tate St Ives, Tate Britain and Tate Modern), our digital platforms and collaborations with our national and international partners. At the heart of Tate is our collection of art, which includes British art from the 16th century to the present day, and international modern art from 1900 to the present day.

The Legal Department is responsible for the provision of high quality legal expertise and services over a wide variety of matters and across all Tate sites. Reporting directly to the Managing Director who oversees the business and operations of Tate, the Legal Department is situated at Tate Britain.

You can find further information about Tate on our website: www.tate.org.uk

Purpose of the Job

To provide legal advice and support to the Trustees and Tate staff at all levels across all Tate sites.

Main Activities/Responsibilities

Ensuring Tate's compliance with statutory requirements, and advising Trustees, Tate Staff and Tate's subsidiary companies on a range of legal, statutory and regulatory issues, including:

- Providing advice on all legal/ contractual issues that arise for Tate and its associated companies, including charity law, contract law, tort law, company/commercial law, public law, equality law, information law, health and safety law, art law and intellectual property law.
- Writing and contributing to papers and reports for the Trustees on legal and statutory obligations.
- Liaising with relevant regulatory and statutory bodies and representing Tate to such bodies, e.g. Companies House, Charity Commission and, when requested, Department for Digital, Culture Media and Sport (DCMS).
- Keeping up to date with all relevant areas of the law.

- Acting as Company Secretary to Tate Foundation, an independent charity linked to Tate, and to other Tate subsidiaries/affiliates as appropriate.
- Providing legal support to Tate's Ethics Committee as required

Providing a first class in house legal service:

- Providing practical advice in person, by telephone and email, including advising and drafting advices for staff at all levels of seniority.
- Being aware of ongoing projects, when advised of them, proactively anticipating when legal advice is required and providing that advice.
- Being aware of the business and commercial needs and objectives of Tate and advising and drafting accordingly.
- Managing Tate's insurance portfolio and being the main point of contact for Tate's Insurance Broker.

Developing and approving Tate contracts and legal procedures:

- Understanding Tate's and its subsidiaries' business needs and objectives;
- Practical problem solving across a wide range of legal and other matters including preparing customised template contracts and/or new bespoke contracts;
- Producing legal guidance and procedures for Tate staff;
- and advising on the legal aspects of various initiatives including curatorial, digital, commercial and educational projects;
- Promoting good practice across Tate.

Handling all litigation for Tate and (to the extent uninsured) against Tate:

- Undertaking pre-litigation work;
- Handling appropriately and sensitively disputes, litigation and settlements;
- General advice on insurance and risk management issues.

Freedom of Information (FOI):

- Being a member of Tate's FOI Group.
- Providing up to date and accurate advice on the FOI Act when requested, including handling FOI enquiries and approving FOI responses and redactions.
- Providing legal advice and support to Tate's Data Protection Officer regarding GDPR and associated legislation

Managing the legal team of Tate and its external lawyers:

- Line management of the Senior Solicitor and Intellectual Property Manager.
- Instructing and managing the relationship with external lawyers;
- Managing staff training and development;
- Budget management for the legal and copyright team

Person Specification

Essential

- Qualified solicitor/barrister with substantial demonstrable experience.
- Knowledge of charity law, and awareness of the legal issues affecting arts organisations.

- Substantial experience in contract and commercial law
- Knowledge of Data Protection Act (DPA) FOI Act and GDPR.
- Broad range of legal training and experience and an ability to apply that experience in a practical and pragmatic way to a wide range of legal and other situations.
- Knowledge of issues surrounding intellectual property law, and their applicability to arts and media organisations
- First class problem solving skills.
- Business acumen.
- Ability to manage own caseload and to work unsupervised.
- Excellent drafting and presentation skills.
- Excellent advocacy and communication skills and an ability to work with staff at all levels of the organisation, particularly at Board and senior management level, and with external advisers.
- Ability to work under pressure and to prioritise competing work demands.
- Ability to communicate complex legal issues to non-specialists.
- Proven ability to manage and motivate a team.
- Experience in negotiating contracts for an organisation's commercial interests.

Desirable

- Prior experience of art law theory and practice.
- Experience in intellectual property law.
- Experience of advising on the legal aspects of digital initiatives.

Summary of Terms and Conditions of Employment

Type of Contract

This appointment is offered on a permanent contract.

Working Hours

This post is offered on a full-time contract working 36 hours per week – Monday to Friday.

Salary

This post is graded on Band 1L of the Tate pay scales.

An appointment will be made up to £60,000 per annum dependent upon the skills and experience of the successful candidate.

A review of pay is undertaken annually at Tate through negotiation with the recognised trade unions. Any increases to individual salaries, will be subject to the terms of Tate's annual pay settlement and will be applied from 1 April.

Annual Leave and Public Holidays

Annual leave is 25 working days per annum rising to 27 working days per annum after three years' service. In addition, we offer paid time off for the 8 public holidays and 1 Tate day (on 24 December when the galleries are closed).

Pension Benefits

An important part of the pay and reward package Tate offers employees is the option to join the Civil Service Pension arrangements. These arrangements currently offer a choice of two types of pension:

- **Alpha.** This is a defined benefit occupational pension scheme that currently has a member contribution rate which ranges from 4.6%-8.05% dependent on your salary. As your employer we meet the rest of the cost of the scheme. Further information about this can be found at www.civilservicepensionscheme.org.uk
- **Partnership** pension account. This is a stakeholder pension with a contribution from ourselves. How much we pay is based on your age. We pay this regardless of whether you choose to contribute anything. You do not have to contribute but, if you do, we will also match your contributions up to 3% of your pensionable earnings. The contributions are in addition to the age-related contribution mentioned above.

If you have previously worked for an employer who participated in the Civil Service Pension scheme or other Public Service pension schemes different conditions may apply.

Other Discretionary Benefits

- Interest-free Season Ticket Loan.
- Cycle to Work scheme – enabling you to buy a bike in a tax efficient way, for travelling to and from work.
- Rental deposit scheme – an interest free advance to help towards the cost of a deposit for privately rented accommodation
- Subsidised staff catering arrangements and discounts in the Tate Restaurants and Cafes.
- Childcare Vouchers Scheme – offering savings on tax and national insurance.
- Access to Tate Benefits which offers access to discounts in high street stores.
- Access to a 24/7 Employee Assistance Programme to support you with any work, personal or family issues. This includes telephone-based support, as well as comprehensive online resources.
- Free entry to paying exhibitions at Tate Galleries. Opportunities for family and friends to visit the major exhibitions out-of-hours.
- Discounts on items purchased in the Tate shops.
- Free access to a number of other galleries and museums throughout the UK on production of a valid staff pass.

Safer Recruitment

Tate is committed to providing a safe environment for all those who work at Tate and all those who come into contact with Tate as visitors to the galleries, as participants in Tate activities, and online.

The safe recruitment of all those who undertake work on behalf of Tate is the first step to ensuring that we are fulfilling this commitment.

All positions at Tate are offered subject to the following conditions:

- Receipt of satisfactory references covering the last 3 years of your employment or education.
- Health clearance
- A satisfactory Disclosure Check.
- Proof that you are legally entitled to work in the UK

You can find out more information about our pre-employment checks and what they mean for you in our 'Guidance Notes for Applicants' document.

Diversity and Inclusion

Our aim is to become a truly inclusive organisation with a workforce and audience as diverse as the communities we serve. This is fundamental to Tate's future success and our ability to continue to contribute to culture and society in the UK.

We want our workforce to be more representative of all sections of society at all levels in the organisation. The range of perspectives and experience diversity brings is an asset to our organisation and we want to create an inclusive, welcoming environment for visitors, artists and all those who work at Tate. Tate expects all employees to contribute to this aim as part of their role. More information about diversity and inclusion at Tate can be found on our [website](#).

How to apply

Our opportunities are open for you to apply online. Please visit: www.tate.org.uk/about/workingattate/ to create an account by registering your details or, if you are an existing user, log into your account. For all opportunities we ask candidates to complete an online application form for the vacancy they are interested in. If you need an application form in an alternative format please call us on 020 7887 4997. Once you have submitted your application you can keep track of its progress by logging into your account.

The closing date for the submission of completed application forms is **3 April 2018 at midnight**.

Our jobs are like our galleries, open to all.

