



Post: Lawyer
Reference: TG2138
Band: 3L
Department: Legal
Contract: Permanent
Reporting to: Head of Legal
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 provides legal advice and support to all four Tate galleries across the entire range of Tate's activities.

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

Purpose of the Job

To support the Head of Legal in the provision of relevant and up to date legal advice and services on a wide variety of matters across all of Tate's activities.

Main Activities/Responsibilities

- Draft, negotiate and amend legal agreements to suit the given situation.
- Provide practical, pragmatic and clear legal and business advice in writing, in person and over the telephone.
- Ensure Tate's compliance with statutory and legal requirements.
- Write legal guidelines and briefing notes.
- Augment and amend Tate's bank of legal precedent documents e.g. exhibition and loan agreements, sponsorship agreements, donation agreements, consultancy agreements and supply contracts.
- Attend and give legal advice at internal and external meetings.
- Proactively identify legal issues at the earliest opportunity and provide innovative solutions to address them.
- Instruct and manage the provision of external legal advice, ensuring that externally commissioned lawyers are provided with all necessary information to enable them to provide advice that is accurate, and which represents the best value for money.
- Communicate legal advice to colleagues in a clear and accessible way which maximises their ability to apply it appropriately.
- Support the Head of Legal with reviewing and developing the practices and procedures of the Legal team to ensure compliance with legislative changes.

- Work effectively with the Head of Legal to ensure the effective delivery of legal advice
- Participate in Tate's Freedom of Information (FOI) group and advise on information law matters including data protection/ GDPR as well as FOI and the Environmental Information Regulations (EIR).
- Proactively stay informed of Tate's business needs and objectives.

Person Specification

Essential

- Qualified solicitor/barrister with post qualification experience.
- Broad range of legal training and experience across all areas of contract, company, commercial and charity law and an ability to apply that experience in a practical and pragmatic way to a wide range of situations.
- Flexibility and excellent problem-solving skills.
- Excellent drafting and presentation skills.
- Ability to communicate verbally and in writing in an engaging way that explains complex issues clearly and concisely.
- Excellent initiative with the ability to make reasoned decisions.
- Ability to maintain personal effectiveness during times of pressure and challenging situations
- Highly self-motivated with a proactive approach to problem solving.
- Ability to work constructively as part of a team and with non-lawyers.
- Excellent organisational skills with an ability to manage a range of projects simultaneously and prioritise work accordingly.
- Excellent influencing skills with the ability to use diplomacy to develop working relationships both externally and internally.
- An awareness of, and commitment to diversity and inclusion, with the ability to contribute to an inclusive and respectful culture at Tate.
- An interest in and a commitment to Tate's aims and objectives with an understanding of the issues facing a national gallery.

Desirable

- Experience of provision of legal services in a public sector and/or charity and/or arts organisation.
- Experience of advising on all areas of information law including data protection, FOI and EIR.

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 3L of the Tate pay scales.

An appointment to this post will be made at the minimum of the band at £31,742 per annum.

In addition, this post will attract a market rate allowance of £10,000 per annum

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.
- 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 **28 October by 2018**.

Our jobs are like our galleries, open to all.

