Oil & Gas UK
the voice of the offshore industry

JOB DESCRIPTION

1. JOB DETAILS	
Job Title:	**Group Legal Assistant - Maternity Cover – 1 Year (from Feb/March 2016)**
Reports to:	Group Legal Advisor
Date:	December 2015

2. JOB ROLE

This role will involve working independently within the Aberdeen office and additionally working with and supporting the Group Legal Advisor in providing legal support and advice to Oil & Gas UK and its subsidiaries.

This role will involve a high level of engagement with industry and a range of stakeholders at a variety of levels, including liaison with member companies, other trade associations and trade unions.

3. KEY DUTIES

- Provide legal advice to Oil & Gas UK (and its subsidiaries) on a range of legal and commercial matters;
- Draft, review and negotiate contracts on behalf of Oil & Gas UK (and its subsidiaries);
- Provide support and legal advice to Oil & Gas UK's subsidiary (LOGIC) on Master Deeds, the Industry Mutual Hold Harmless (IMHH) Scheme, Flightshare, Vantage POB, Standard Contracts and Helimet.
- Providing legal support to the industry and law firms on asset transfers using the Master Deed process in particular review of Execution Deeds and provide training on Master Deed as necessary;
- Provide company secretarial support and general corporate law support to Oil & Gas UK (and its subsidiaries);
- Attend and participate as required in the Operators' Council Legal Committee, Legal Issues Forum and any work groups established under them to address legal matters raised by the industry.

4. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

Experience

- Minimum 2 year PQE
- Good exposure to general corporate/commercial contracts work.
- Experience in the Oil & Gas sector is essential.
- Have a keen and demonstrable interest in the Oil & Gas industry.

Knowledge / Skills / Attributes

- Excellent communication skills with oral and written fluency, particularly the ability to explain legal concepts and issues to non-lawyers.
- Excellent drafting and negotiating skills.
- Excellent organisational skills.
- Ability to work with a vast array of companies within industry and the ability to build good relationships.
- Effective networking capability.
- A team player with effective project management, time management and prioritisation skills and the ability to work unsupervised.
- Ability to think clearly, creatively and decisively. Strong listening and analytical skills enabling the absorption and interpretation of complex information.
- Ability to prepare and present information clearly and effectively to facilitate decision-making and issues management.
- Demonstrable self-starter.
- Good presentational skills.
- The nature of this role is such that the successful candidate must be flexible and be able to work out of hours on occasion and to travel within the UK when required.