

Job Description

Basic Job Information

Job Title	Junior Legal Counsel
Brand/Function	Finance and Legal
Department	Legal
Job Grade	D/ D1
Location	Blakelands
Role Reports to	Legal Counsel
Direct Reports	0
Budget Accountability	No

Job Purpose

As a junior member of the in-house Legal Department reporting into the Senior Legal Counsel – Litigation & Regulatory, you will work on a variety of different matters with a particular focus on consumer law and disputes, regulatory topics, and advertising law under the guidance and support of Senior Legal Counsel – Litigation & Regulatory and other members of the Legal Department. The role will support legal risk management and ensure the company's operations comply with relevant legal and regulatory requirements in the UK and applicable international jurisdictions.

Key Areas of Responsibility

- Provide pragmatic legal advice to internal stakeholders across various functions, particularly in areas of consumer law, litigation, regulatory compliance and advertising law compliance.
- Manage a caseload of small consumer claims (typically under £10,000), including both defended and undefended cases, working closely with the Customer Services Centre (CSC) and external counsel as required.
- Operate a consumer law "hotline" to provide frontline support to business teams and CSC advisors maintaining required Reporting
- Develop and maintain litigation-related templates, guidance documents, and internal playbooks.
- Support the Senior Legal Counsel – Litigation & Regulatory in monitoring developments in relevant laws and regulations, including consumer protection, advertising standards, and automotive regulations, and advise the business on their implications.
- Lead the advising of the Marketing Departments on compliance with applicable advertising regulations and the handling of complaints from the Advertising Standards Authority or other regulators (utilising external support where necessary)
- Attend Marketing FRM meetings in capacity as legal advisor (as agreed with FRM lead)
- Contribute to internal training and legal awareness sessions for operational teams.
- Support on broader in-house legal matters as required, including contract review and drafting, Network Development advice and document drafting/review, compliance, marketing, commercial initiatives, and regulatory engagement (as required by the General Counsel and depending on demand and capacity).
- Responsible for reporting and tracking legal work, risks, claims trends, and litigation activity to inform internal stakeholders and shape business strategy.

Compliance Responsibility

Working Relationships

- Brand Customer Care teams and CSC
- CX Department
- Marketing Department
- Members of the legal department and various colleagues within the wider business

Skills

- Legal analytical skills with the ability to deliver clear, business-focused advice.
- Excellent verbal and written communication skills, and the ability to convey legal information in an understandable manner.
- Good understanding of civil procedure rules and the ability to manage multi-claims efficiently from initial complaint through to resolution or court judgment.
- Ability to manage a varied workload and meet deadlines in a fast-paced, evolving environment.
- Commercial awareness and a proactive, problem-solving mindset.
- Ability to adapt to the broad nature of an in-house role and take ownership of matters beyond your immediate experience with appropriate guidance and supervision.
- Ability to interact effectively and professionally with a number of levels of management, internal and external business partners.

Experience

- Ideally 2-4 years post-qualification experience (PQE) as a solicitor or barrister in the UK or another common law jurisdiction.
- Experience or demonstrable interest in consumer litigation, advertising and marketing law and/or regulatory matters (automotive or related sectors is a plus).
- Familiarity with alternative dispute resolution processes, including Ombudsman schemes.
- In-house legal experience is advantageous but not essential.

Qualifications

- Ideally 2-4 years post-qualification experience (PQE) as a solicitor or barrister in the UK or another common law jurisdiction.

Career Pathways

Version Control

Date	Version No.	Reviewed by	Comments/Action
October 2025	1	J Trainor	
From 2021 onwards document version control is controlled via SharePoint, the latest version of this document will be held on Life Online and therefore this document is uncontrolled if printed.			