

# A W O

## Solicitor

Reporting to: Legal Director

Contract type: A 12-month fixed term contract, with a 6 months probatory period.

Hours of work: Monday to Friday (inclusive) 09:00-5:30pm with an hour for lunch

Location: London and remote working

Salary: £35,000 - £45,000 dependent on experience.

Benefits: 25 days paid annual leave per annum plus all public and bank holidays; company pension scheme; parental leave; flexible working; company provided Macbook and iPhone.

## About us

AWO is a new data rights agency.

Our lawyers, policy experts, technology analysts and applied ethicists work globally to shape, apply and enforce standards in the spaces where data, technology, law and policy meet. We have provided litigation and legal services, consultancy and public policy development to the UN, EU, ICRC, think tanks, governments, universities, businesses and private individuals.

Our team have worked on high-profile cases such as the successful prosecution of Cambridge Analytica and Brave's AdTech case against Google.

We balance our commercial practice with giving those less-resourced a voice.

### AWO's Structure

AWO is an agency made up of: HNK Legal Ltd, HNK Litigation Ltd, HNK Data Consulting Ltd and AWO Belgium. The legal arm of AWO is HNK Litigation Limited which is authorised and regulated by the Solicitors Regulatory Authority. SRA number: 666285

### Our team

AWO started in January 2020. We are a mostly remote team, with offices in London and Brussels and a representative office in Paris. You will join us at an exciting time as we continue to develop as an organisation.

Our emerging culture is respectful of work-life balance, supportive and thoughtful. We run weekly online activities and catch-ups for the whole team. We are a family friendly organisation that enables flexibility for team members with caring responsibilities.

### Diversity in recruitment

We want to increase representation of ethnic minority communities and other groups who do not have equal access to opportunities at AWO. We are therefore adopting an inclusive recruitment process and implementing policies of positive action.

We adopt the "Rooney Rule" which guarantees at least one candidate from ethnic minority communities (at minimum) will be shortlisted for interview, subject to meeting the minimum criteria at application stage.



# A W O

We also operate a guaranteed interview scheme for candidates who identify as disabled and meet the minimum criteria at application stage.

## Application process

Please apply for this role using our [online recruitment system Applied](https://app.beapplied.com/apply/av5habjz41)  
<https://app.beapplied.com/apply/av5habjz41>

Deadline: midday Friday 7<sup>th</sup> August 2020

We will notify all candidates of the outcome of their application.

AWO is committed to respecting and upholding data protection laws and principles and your rights there under. Our data processing notice is available in Appendix 1.

## Job Purpose

### Responsibilities

Working on the delivery of advisory and contentious work related to data rights and issues around modern technology as a solicitor in our legal department.

Developing AWO as the leading agency on data rights, whilst developing your own practice and case load.

Work at AWO will involve a rapid learning curve to acquire legal skills and knowledge not required in other practices. Strong intellectual and analytical skills are important, as well as the ability to handle complex and novel matters. We will provide support to help you acquire the necessary expertise and have a proactive approach to staff development.

### Scope of work

As a new organisation, we expect you to get involved with a range of tasks. This would include work on the full spread of cases, from client care to litigation to delivering advice to clients. You will be required to perform other tasks in addition to the below, as requested by the Director.

You will be given a unique opportunity to develop and shape the growth of AWO and your own career. You will also be given a lot of responsibility and exposure to clients, with a view to forging your own career. This is a role for ambitious lawyers who want to help shape a department and their own position.

You will work on both contentious and non-contentious matters. The broad scope of the work is as follows:

### *Litigation work*

We are instructed on leading cases relating to data rights, from the leading regulatory complaint relating to online advertising, to challenges on how political parties use data, to Google and Facebook's data practices. We set the agenda on data rights through litigation and shape the way data is used. You will be expected to be involved in all aspects of these cases. You will also be given direct client contact and be expected to develop and grow your own case load and network.



# A W O

You will always be supervised and have access to senior lawyers, but you will have room and will be encouraged to provide your own strategic and legal thinking on cases.

## *Advisory work*

In addition to our contentious case load, we are often instructed in an advisory capacity. This includes advising on contemporary and pressing issues, from the human rights implications of tech responses to COVID-19, to advising on the data protection regime to advising NGOs, government departments and corporate actors on existing and developing laws.

Our advisory work relates to new and emerging issues, which in turn presents stimulating and novel areas to be involved in. Your advisory role will often include advice on how to avoid litigation. You will be expected to combine knowledge of the law with strategic thinking.

We also conduct academic work and research, such as our work with Oxford Internet Institute.

AWO is an agency with multiple departments and you will work in collaboration with colleagues across the agency to provide policy work and input.

## *Maintaining client relationships*

You will be expected to deal with clients in a sensitive, professional and competent way and to communicate with clients regularly. You will also be expected to identify clients' objectives and seek further instructions to be able to deliver on those objectives.

## *Building new relationships*

You will be presented with space to develop your own practice, with a view to you becoming fully self-sustaining in an area in which you are passionate. To this end, you will be expected to build your own relationships whilst working with and maintaining the relationships that AWO already has. Those relationships include NGOs, IGOs, government agencies, corporate actors and individuals. You will be expected to develop our network beyond our existing contacts and reach.

You will also be expected to represent AWO in meetings with stakeholders and at public events, as well as engaging with the media.

You will further represent AWO in the legal profession more generally and will be expected to take a proactive role in promoting the aims and objectives within the profession, including with the Law Society, other solicitors, barristers, academic institutions and beyond.

## *Promoting AWO*

You will be an ambassador for AWO and our clients. You will be expected to help grow the department, including through active press, online media and social engagements. You will be made aware of the firm's marketing strategies and represent the firm credibly in external dealings when required to do so. You may also need to present seminars, write articles, join and participate in professional and other relevant organisations.

## Tasks

You will be expected to work on all aspects of contentious cases, including:



# A W O

- Client care, including establishing and confirming retainers.
- Obtaining instructions from clients
- Analysing legal and practical elements of instructions and obtaining necessary evidence and material to make a case good.
- Identifying appropriate experts on cases to advise on aspects of the case as and when they may arise; including liaising with those experts and their institutions.
- Working on cases by providing appropriate strategic and legal input throughout, to think through how to achieve the most successful outcome for each client according to the particular circumstances of their case.
- Engaging in correspondence with parties on cases, including pre-action correspondence and correspondence throughout the case.
- Conducting litigation through to trial and to dealing with settlements.
- Ensuring the timely and effective deployment of a wider legal team, including counsel and experts.
- Keeping clients abreast of developments on a case in a timely and diligent fashion.
- Complying with the Civil Procedure Rules.

In addition to contentious work, you will be expected to work on non-contentious matters. This will include the following tasks

- Maintaining continuous awareness of the law and developments.
- Researching and writing on projects.
- Organising events, such as panels and discussions.
- Working on research projects for clients, such as NGO research projects.
- Assisting with project management tasks including logistics and general administrative planning to deliver client work and projects to deadlines.
- Maintaining contact with clients, suppliers and consultants to ensure tasks are completed, risks and issues are monitored and flagged and facilitate good communication.

In addition to delivering contentious and non-contentious case work, you will be expected to

- Contribute to the development of AWO, through press work and other promotion.
- Engage in and develop AWO's culture and values
- Contribute to company policy and strategy development
- Comply with relevant AWO risk management and governance frameworks
- Comply with AWO policies and procedures e.g. expenses, time reporting
- Keep up to date with developments in law and practice so that AWO's standard of work is not compromised

## Person Specification

This role is unique, both for AWO and for the successful candidate. You will work alongside our Legal Director, Ravi Naik. However, as the first recruit to the legal department of AWO, you will be expected to develop the department and your own practice.

This is an exceptional and novel opportunity to build on the work of a busy and successful practice, by inputting your own mark and developing your own profile and case load. You will be given your own platform to build a profile, exposure to agenda-setting case and high-profile clients, be able to progress data rights and be a key part of the success of AWO.

You will be supported and encouraged in developing AWO and your own practice in new directions, in coordination with the Legal Director. Unlike other solicitor positions, you will be given the chance



# A W O

to make your own position and case load, which will lead to rapid development within AWO. We are looking for someone who will embrace this opportunity head on and look to grow with us.

We have set out in the matrix below the key requirements for applicants. The main points are as follow:

- Experience: The ideal candidate will be newly qualified – 2 years PQE. We will however consider applicants from all ranges of qualification.
- Knowledge: We are ideally looking for a candidate with strong understanding and appreciation of data protection, human rights, EU law and international law. However, our primary focus is someone who understands data rights and shares our passion to progress that discipline.
- Skills: An excellent and detailed understanding of legal principles will be expected from all candidates, given the strength of enquiries we have already received. Excellent written and oral communication skills, with the ability to provide clear and concise legal advice on complex issues in a comprehensible and appropriate format, will also be a prerequisite. The case work will be complex and challenging, which is expected to be dealt with in a timely manner without compromising on quality of the work. Being passionate, proactive, ambitious and driven to make a success of their own career will be important distinguishing skills.
- Teamwork: We are a small agency but value the relationship between the team members highly. It is important that the candidate has a shared ethos of working as a team and in furtherance of collective goals. We expect the successful candidate to support our ethos of treating colleagues as individuals, first and foremost.

## *Job profile – Matrix*

<b>Skills &amp; abilities</b>	<b>Qualification, knowledge and experience</b>	<b>Character and personal qualities</b>
Aware of the legal principles related to data rights and able to apply those to different situations.	Newly Qualified – 2 years PQE Solicitor although all applications will be considered.	Strategic thinker.
Ability to analyse complex factual and legal situations and advise as to the critical path that should be followed.	A high standard of academic achievement and preferably a 2:1 or better at degree level. Advanced qualifications would be desirable.	Team player, who understands what that means in practice.
Ability to manage assigned tasks in an assertive, efficient and timely manner. Note that the case work is varied and challenging, which will be expected to be worked on in a diligent and timely manner.	Previous experience in human rights, public law and / or data protection is essential. Previous experience in data rights is highly desirable. Experience in a complimentary legal area, such as competition, EU law or IP would be welcome.	Ability to deal sensitively with clients and experts.



# A W O

<p>Adaptable and able to work in a busy environment, along with good IT, strong written &amp; verbal skills.</p>	<p>Experience working within policy fields would be welcome, such as within NGOs or government agencies. Experience in professional academic positions would also be welcome, particularly at advanced levels.</p>	<p>Enthusiasm for and commitment to the type of work we do.</p>
<p>Proactive and driven to progress cases whilst not compromising on quality of work.</p>	<p>Experience of working with the media and in promotion of an agency or organisation would be desirable.</p>	<p>Works well under pressure. Works in an organised and methodical manner and has a positive attitude</p>
<p>Excellent written and oral communication skills, with the ability to provide clear and concise legal advice on complex issues in a comprehensible and appropriate format. Experience of advising clients in senior external positions and gaining and keeping their confidence.</p>	<p>An existing network of contacts and case load would be very desirable.</p>	<p>A clear, proactive and driven ambition to progress data rights and to forge a career in agenda setting cases.</p>



## Appendix 1

### Job Applicant Data Processing Notice

#### Introduction

This Job Applicant Data Processing Notice (“Notice”) explains how AWO (“we”, “us”, “our”) processes your personal data when you apply for a role with us, addressing what we do with your data, the legal basis and purpose of this and setting out your rights under applicable data protection laws.

If your application is successful, further information will be required from you and further notice will be provided at that time.

#### Data controller

AWO is an agency comprised of HNK Legal Ltd, HNK Litigation Ltd, HNK Data Consulting Ltd and AWO Belgium. HNK Legal Ltd (ICO registration: ZA656719) is the Data Controller for this job application process. Contact us via email [privacy@awo.agency](mailto:privacy@awo.agency) or post to AWO, 2 John Street, London, WC1N 2ES with any questions regarding this Policy or any other data protection issue related to AWO.

#### What data we process, why and the legal basis for this

##### Application

When you apply for a role with us, we may collect the following information – a copy of your CV, your name, address, contact details, any languages you speak, whether you would require visa sponsorship for the role and further information about your skills, education, work experience and links to social media accounts if you choose to provide these. We process this information on the basis of our legitimate interest in assessing your suitability for the role.

##### Interview

Your application will be assessed by AWO staff and may be selected for interview shortlisting. During the interview process further information will be collected from you about your work experience to determine your suitability for the role. We process this information on the basis of both our legitimate interest in finding a suitable candidate for a role and in preparation for entering into a contract with you for employment.

##### Application for further roles

If you are unsuccessful in your application for a role we may wish to retain your application and associated personal data for consideration for other roles in the future. We will only do this on the basis of your consent and will contact you upon completion of the recruitment process if we wish to retain your data.

##### Sensitive data

Under applicable data protection laws, certain data are classified as “special category”, including information related to ethnicity, sexual orientation, political opinions and trade or union membership, and the processing of such data is subject to strict conditions.

You are under no obligation to provide any special category data in the application process, however we recognise that given both the nature of our work and our commitment to diversity in our recruitment and employment practices, some of this information may be very relevant to your application.



# A W O

If you do share any special category data with us, the legal basis for processing this may be your consent or our interest in ensuring compliance with our equality, diversity and recruitment policies and employment law obligations (for example where you provide us with information regarding your ethnicity, or with information we need to make reasonable adjustments to be made our workplace or working practices).

## Data sharing and processors

### Applied

AWO uses [Applied](#) as its job application management platform. When you apply for a role with us, you will be directed to Be Applied and will enter data directly into the platform. Applied processes data on our behalf and we engage them on the basis of our legitimate interest in sorting and sifting applications in the most efficient and secure way available. We have entered into an agreement with Applied that ensures your data is appropriately protected.

Applied is an organisation committed to equality, diversity and fairness in hiring and conducts research into these issues. For this purpose, Applied processes some application data in the following ways: (1) as a data controller, Applied collects information including special category data, about your ethnicity and social background, this is only on the basis of your consent and your answers will be anonymised and not linked back to you; and (2) Applied aggregates and anonymises some application data for the purpose of understanding trends in hiring and improving the functionality of its platform on the basis of its legitimate interests in conducting related research. Data is anonymised and aggregated for this purpose. Further notice is provided about this within the application process and in Applied's Privacy Policy available [here](#).

### Sharing within AWO

Our job application process is managed by HNK Legal Ltd. In some cases it may be necessary to share your data between entities within the AWO group of companies for the purposes of facilitating the application process. Your data will always be appropriately protected, kept confidential and not used for any other purpose than those specified here.

### Other processors

AWO works with carefully selected third party service providers who perform certain data processing tasks on the basis of our legitimate interests in facilitating the job application process. These third parties are engaged by AWO on terms which ensure confidentiality and compliance with data protection laws. An up-to-date list of processors which are engaged in the processing of your data is available on request. If you have any concerns about how your data will be processed and by whom please contact us.

### Retention

#### AWO

If your application is unsuccessful your information will be held for up to 12 months. If you are shortlisted your application data will be retained in a secure archive for up to six years after the recruitment process is complete. We retain this data on the basis of our legitimate interest in recording, reviewing and evidencing the fairness and legitimacy of our hiring process and responding to applicants' questions about this process or the exercise of data subject rights.





# A W O

We will not process this data for any other purpose, except where you provide your consent for us to retain your information to consider you for future roles. We will keep this data for this purpose for up to five years. Where you require a working visa for a role, we retain your application data for the period of your employment period on the basis of complying with legal obligations on us as a sponsoring employer. We also retain some anonymised data for the purposes of reporting on and understanding our hiring process. This data relates to equal opportunities and includes:

- Gender
- Age
- Broad ethnicity
- Sexuality
- Disability
- Parents (whether they attended university or not)
- School meals (eligibility)

This data is fully anonymised and aggregated and cannot be linked back to any individual.

## Applied

Your application data will be retained on the Applied platform for an initial period of six months, in line with legal obligations on Applied to evidence the fairness and effectiveness of the hiring procedure, and for a maximum period of one year on the basis of your consent. After six months you can request deletion of your application from the Applied platform. If you take no action, your application will be deleted from the platform after one year. See Applied's Privacy Policy for further information available at: <https://www.beapplied.com/privacy>

## Information security

We take all reasonable steps to ensure that personal data is processed securely and treated in accordance with this Notice. The technical and organisational measures to prevent unauthorised access to personal data include limiting staff and sub-processor access to personal data in accordance with specific job responsibilities or contractual obligations, the encryption of data where possible, the institution of security protocols and staff training.

## Your rights

Where AWO processes your personal data you may have the right:

- to be informed as to whether AWO holds data about you;
- to access that data;
- to have inaccurate data corrected;
- to have your data deleted;
- to opt-out of particular data processing operations;
- to receive your data in a form that makes it "portable";
- to object to data processing;
- to receive an explanation about any automated decision making and/or profiling, and to challenge those decisions where appropriate.

You can seek to exercise these rights via email to [privacy@awo.agency](mailto:privacy@awo.agency) or post to AWO, 2 John Street, London, WC1N 2ES. You also have the right to lodge concerns or complaints with the UK [Information Commissioner's Office](#). Data subjects covered by EU law may also be entitled to lodge complaints with the data protection supervisory authority in their country of residence (see [here](#)).

