

## Solicitor

Reporting to: Legal Director

Contract type: 1-year fixed term contract, with a three-month probationary period and likely extension to permanent

Hours of work: Full-time, 37.5 hours per week worked Monday to Friday

Location: Currently remotely based in the London area, expected to be working from London office when it opens in 2022

Salary: £60,000 - £80,000 per annum, commensurate with 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; home-working allowance after successful completion of probationary period.

## Job Purpose

AWO is the leading data rights agency, with cases across the spectrum of data rights and technology. Our team delivers leading data protection, freedom of information and rights over digital technology expertise. AWO's work is rapidly developing, resulting in an exciting opportunity for a new team member to help deliver our litigation and advisory work to clients across the firm.

We are looking to recruit a solicitor with 3 – 5 years PQE to joining our flourishing legal department. You will be expected to work across our range of contentious and non-contentious matters. You will work on a range of legal regulations concerning technology, data rights and information law, principally the GDPR, Data Protection Act, the Human Rights Act, the Electronic Commerce (EC Directive) Regulations 2002, and rights under the Freedom of Information Act 2000). We also litigate public law cases, so experience of judicial review proceedings would be welcome. The role will report to the Legal Director.

You will work alongside our Legal Director, Ravi Naik, and the wider legal team. The department and the agency is rapidly developing and 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 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.

## Job Duties and 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.

You will enter the organisation as a Solicitor with seniority in the department, acting across our range of cases. We are fortunate to be able to be involved in the most interesting contentious and non-contentious work relating to technology and rights.

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, exposure to clients and interaction with the press. The job is as much for developing AWO as with a view to forging your own reputation. This is a role for an ambitious Solicitor who wants to help shape a department and their own position.

You will work on all aspects of 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 challenging 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 work on all aspects of contentious cases, including:

- 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
- 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
- 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 circumstances of their case
- 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

You will be expected to litigate in Tribunals, Courts including the County Court, the Media and Communications List of the QBD, the Administrative Court, before the ICO and other jurisdictions and forums.

You will also be given direct client contact and be expected to develop and grow your own case load and network. Our work is regularly subject to media attention, so you will be given opportunities and access to media networks.



You will always be supervised and have access to senior members of AWO's team. At the same time, 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 through written and oral briefs. This includes advising on contemporary and pressing issues, from the human rights implications of tech responses to COVID-19, to advising the European Digital Media Observatory on the proposed European Code of Conduct for researchers to access platform data, to advising on reforms to legislation concerning developing technology.

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. Assisting with complex advice such as:

- Data protection impact assessments
- Data protection compliance
- Personal data and artificial intelligence
- Assisting with responses to ICO complaints and investigations
- Advising on the use of targeted advertising, cookies and new technologies
- Advising on the use of data in complex environments, such as the protection of personal information by political actors.

We are presented with cases concerning IP and copyright. While not strictly within our skill set at present, we would welcome application from candidates who have relevant experience in these disciplines to develop AWO.

We conduct academic research and writing, such as our work with Oxford Internet Institute and other NGO research projects.

AWO is an agency with multiple departments, and you will work in collaboration with colleagues across the agency to provide policy work and input. You will assist with project management tasks including logistics and general administrative planning to deliver client work and projects to deadlines.

It is expected that you will maintain contact with clients, suppliers and consultants to facilitate good communication, ensure tasks are completed, monitor and flag risks and issues.

### *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 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.

### *Management*

As a Solicitor with seniority within the department, the candidate will be expected to work with the wider team and supervise work of junior colleagues. As a small team, we have developed a strong working dynamic. It is important that you can work with that dynamic, despite the challenges posed by a currently, remote team.

### *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. From time to time, you may be involved in organising events, such as panels and discussions, where we have knowledge and experience.

### *Organisational*

We expect all employees to engage in and contribute to the further development of AWO's culture and values. Where appropriate you may contribute to company policy and strategy development

### *Compliance*

As an employee of AWO, you must comply with all relevant AWO risk management and governance frameworks. Additionally, you are expected to comply with AWO policies and procedures such as expenses, time reporting and case management. As a member of the legal team, you are expected to keep up-to-date with developments in law and practice to ensure AWO's standard of work remains of the highest calibre.



## Person Specification

This is a unique and exciting opportunity for an experienced Solicitor, keen to develop within a small but growing organisation.

### *Qualifications, Experience and Skills*

- The ideal candidate will be qualified to practice in England & Wales, with 3 – 5 years relevant PQE, we will, however, consider applicants from all ranges of qualification
- Strong understanding and appreciation of data protection, E-Privacy, human rights, EU law and international law, we would also welcome applications from individuals who have complimentary skills, such as IP law and copyright
- A high standard of academic achievement and preferably a 2:1 or better at degree level, advanced qualifications would be desirable
- Experience of advising clients in senior external positions and gaining and keeping their confidence
- Able to produce excellent written work, which is well structured, clear and concise
- Excellent communication skills across geographical locations
- Experience working with diverse and/or remote teams; understanding of nature of remote work environment
- 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
- 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
- Experience of working with the media and in promotion of an agency or organisation would be desirable
- An existing network of contacts and case load would be very desirable
- An excellent and detailed understanding of legal principles
- 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 in dealing with complex and challenging case work in a timely manner without compromising on the quality of the work
- Aware of the legal principles related to data rights and able to apply those to different situations, demonstrated by a solid technical ability
- Ability to analyse complex factual and legal situations and advise as to the critical path that should be followed
- Demonstrates initiative, wedded with an ability to manage assigned tasks in a self-sufficient, assertive, efficient and timely manner
- Adaptable and able to work in a busy environment, along with good IT, strong written & verbal skills

### *Behaviours and Competencies*

- Passionate, proactive, ambitious, and driven to make a success of own career
- Keen to learn, develop and get involved in a wide range of tasks



- Excellent attention to detail
- Comfortable with ambiguity: able to find a solution to achieving goals without precise instruction on getting there
- Strategic and innovative thinker
- Team player, who understands what that means in practice
- Ability to deal sensitively with clients and experts
- Enthusiasm for and commitment to the type of work AWO undertake
- Works well under pressure
- Works in an organised and methodical manner and has a positive attitude
- A clear, proactive and driven ambition to progress data rights and to forge a career in agenda setting cases
- Ability to undertake a wide range and variety of tasks with conflicting deadlines and manage changing priorities
- Has a shared ethos of working as a team and in furtherance of collective goals
- Support AWO's ethos for treating colleagues as individuals, first and foremost
- Affinity for AWO's mission and approach to technology and policy

