

UK Legal Adviser

Outline Job Description

Aims of Legal Team

- Legal advice to all Commercial and Operational parts of the business
- A visible team, easily accessible in UK and France
- Quality commercial legal support to the needs of the operational business
- Close understanding of your needs and adaptation of our delivery to suit these
- Initiatives to provide proactive advice reducing the reliance on systematic legal input
- Develop a structure to our involvement that will help you to help us help you
- Regular reviews of our performance and your forecasts for forthcoming week

Team Structure and Reporting

Please see attached chart

This role reports directly to the Legal Director/Directeur Juridique responsible for commercial and operational legal issues

This role is supported by a secretary, whose support is shared between the 2 UK legal advisers

This role requires close liaison with the Legal Advisers based in France, advising in similar issues under French law

General Accountabilities

- Provide accurate but commercial legal advice and support in a business context
- Assist in developing more structure, rigour and appropriate systems to facilitate the provision of legal support to the Eurotunnel Group companies
- Arrange training for business areas on specific legal points where required
- Develop the profile of the Legal function
- Ensure legal knowledge is up to date and be proactive in sharing this with the team

Main Areas of Activity/Internal Clients

1. Commercial/Marketing

Passenger Business

- Advice on all legal aspects of marketing, advertising and commercial strategy
- Drafting of contractual documents including conditions of transport, standard terms for sale of “tickets”, commercial agreements with distributors, commercial agreements with suppliers and agreements for related activities (insurance, hotel accommodation...etc)
- Attending regular operational and pricing meetings to ensure up-to-date with strategy and providing legal and commercial input as required
- Data protection
- Competition law
- Includes advice relating to passenger cars and coach travel, either directly or through agents, package operators...etc

Freight Business

- Advice on all legal aspects of marketing, advertising and commercial strategy for freight activities
- As above for passenger business – in conjunction with Legal Director

2. Procurement

In close collaboration with the Procurement team, Legal advice to all business areas in relation to their supply requirements:

This includes all aspects of:

- tender process (including regulated public tenders)
- contract negotiation and drafting
- insurance and guarantees
- ongoing contract management

With Procurement and the support of the other legal advisers, establishment of a database of ongoing contracts

Proactive and local relationship management encouraging clients to seek legal input and ensuring advance notice of new matters

3. Litigation

- Debt recovery
- Customer (passenger or freight) complaints
- Disputes on supply contracts, guarantee or warranty claims
- Varies from small litigation to large disputes and may involve management of external advisers

4. Trademarks and Domain Names

Advice on trademark and domain name registration and management – work in conjunction with French legal advisers

5. Data Protection

Advice on all aspects of compliance with UK and EC data protection rules

This includes in particular customer database management but also advice to departments across Eurotunnel in relation to compliance (for example access to personal data on computers, staff policy, closed-circuit television, HR records....etc)

A review of main areas of compliance and recommendations is in the process of being carried out

6. Competition Law

Advice on all aspects of compliance with UK and EC competition law

This will be mainly encountered in relation to commercial business advice

A series of training seminars (backed up with documentation) were given in 2004 and need to be updated. Along with Legal Director and French Legal adviser, review update to compliance programme.

7. Legal Training to Colleagues

- Competition Law
- Litigation handling

Competencies/Skills

See attached sheet