

## Job Profile

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Position Title:	Associate Counsel
Department	Legal
Immediate Supervisor:	General Counsel
Load:	Full-time

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## Role Summary

Reporting to the General Counsel, this role is responsible for assisting the General Counsel in relation to all legal and business affairs aspects of the operations of Screenrights as a collecting society which licences educational institutions, pay television and government departments to use broadcast material.

The Associate Counsel also serves as the primary contract manager for clients of Screenrights disbursement service, where Screenrights is appointed by producers to collect and disburse revenues from the exploitation of marketing rights in their films, television series, documentaries and other productions.

The Associate Counsel also serves as a member of Screenrights Resolution Team, contributing to the development and facilitation of Screenrights' competing claim policies, including the Express Resolution Process and Alternative Dispute Resolution Procedures.

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## Key accountabilities

### General Legal

- Assists in the provision of timely written or oral advice to internal clients.
- Assists in the reviewing, drafting and negotiating of commercial contracts, including sponsorship agreements, non-disclosure agreements and consultancy agreements.
- Reviews competition terms and conditions and associated promotional materials.
- Conducts legal research on new or complex aspects of the law which affect the operations of the company and prepares memorandums of advice as needed.

- Undertakes research and analysis in relation to copyright policy and assists in the preparation of related discussion papers, briefs and submissions.
- Prepares and delivers training to staff on legal and regulatory matters that affect the company, including the Code of Conduct, workplace behaviour, copyright and privacy.
- Assists with the conduct of any legal proceedings as required including research and document management.

**Disbursement Service**

- Manages the contracting process between film producers and investors who are parties to a Screenrights Disbursement Administration Service Agreement (DASA) to disburse proceeds of a film to the relevant payees.
- Works with the General Counsel and Head of Industry Services to identify opportunities to develop the disbursement service offering.

**Member Services**

- Works with the Member Relations Team on membership matters.
- Serves as a member of Screenrights Resolution Team, contributing to the development and implementation of Screenrights' competing claim policies, including the Express Resolution Process and Alternative Dispute Resolution Procedures.

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**Required knowledge, skills & experience**

- 1-3 years PAE with copyright law experience, ideally gained in a top tier firm or a boutique IP/TMT law practice
- Strong written and verbal communication skills, particularly with regard to conveying complex matters in a manner that is effective for the relevant audience
- Strong drafting skills
- Demonstrated ability to manage multiple projects under tight deadlines
- An understanding of the film and television industry would be advantageous