

Role Profile: Interim Head of Risk (Maternity Cover)

1. Overview

Role Title:	Interim Head of Risk (Maternity Cover)
Employment	Fixed term contract (12 months)
Function Area:	Risk & In-house legal
Reports To:	COLP and COFA; Managing Director
Direct Reports:	Risk Advisor and Analysts
Based:	London

2. About

The Head of Risk is responsible for taking a leading role on the design, development and delivery of Three Crowns' (the Firm's) Risk Management strategy across all offices. The Head of Risk helps ensure the Firm remains compliant with regulatory and legislative requirements, while taking a commercial approach to risk-based challenges and contributing to the growth of the Firm.

3. Key Responsibilities

Strategy & Governance

- Designing, implementing and leading the Firm's risk management and compliance planning across all offices, as aligned to the Firm's wider business strategy
- Conducting compliance reviews and investigations, reporting to the COLP / COFA, Partners and Management Team on any current issues, threats or developments as required
- Advising on corporate governance and assisting with the drafting of the LLP Deed and related agreements
- Advising on contracts in connection with Firm ventures (such as litigation funders, discovery/disclosure providers and IT outsourcing businesses)
- Managing the Quarterly COLP and COFA meetings and recording any breaches and initiatives for change

Legal & Compliance

- Drafting, negotiating, reviewing and managing all the Firm's contracts, outside guidelines, engagement letters and procurement terms
- Leading on the Firm's internal legal matters e.g. litigation/claims (for and against the firm), deed provisions, employment issues and lease renewals etc.
- Advising on and leading firm-wide projects e.g. Brexit planning
- Ensuring compliance with UK (SRA and BSB), French (Paris Bar) and US (DC Bar / ABA rules) rules, authorisations and renewals
- Managing the Firm's GDPR (data protection) and privacy processes
- Oversight of and advising on Anti-Money Laundering / Customer Due Diligence requirements
- Managing complex Conflicts of interest and confidentiality (including advising on all relevant rules)
- Advising on Financial sanctions, Anti-Bribery & Corruption and Tax Evasion
- Advising on Financial services regulation

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Risk Management

- Designing and managing risk management procedures, and advising on ongoing requirements and best practice, including those in connection with:
 - Insurance requirements (professional liability/indemnity, standard office insurances and all related renewals and claims)
 - Complaints and conduct issues
 - Information security and breach management
 - Business continuity
 - Maintaining the Firm's Interests, Appointments and Gifts register

Documentation & Training

- Drafting and maintaining the Firm's R&C policies, procedures and best practice documentation
- Researching and drafting briefings on complex legal market and regulatory changes
- Providing and leading on training in all areas of R&C, on, e.g., applicable ethical rules, conflicts, data protection, anti-money laundering, anti-bribery, sanctions, professional liability, etc., developing and updating training materials and guidance notes as required
- Responsibility for leading on developing and delivering training programmes

Projects

- Providing advice on R&C in relation to the delivery of wider business projects, which might include:
 - new office launches (and the associated regulatory / company applications/ formations and registrations, as well as all new policies and procedures for the jurisdiction);
 - outsourcing ventures and IT systems changes; and
 - other ad hoc projects arising from external changes

4. Key Requirements, Skills and Abilities

- At least 6 years' experience in a similar role at an international firm
- Qualified Lawyer/Attorney
- Excellent Leadership and interpersonal skills
- Ability to advise key stakeholders
- A sound understating of SRA, Paris Bar and DC Bar/ABA rules
- Ability to manage own workload in order to prioritise conflicting demands and meet deadlines
- Ability to communicate clearly and effectively, both orally and in writing
- Strong organisational skills and attention to detail
- Fluent French language skills (desirable, but not essential)