



Introduction to Taylor Wessing

Contracts Manager

London

TaylorWessing

The opportunity for you

Executive Summary

Under the general direction of the General Counsel's office, the Contract Manager's role is to efficiently manage and deliver the contractual aspects of the Firm's procurement of third-party suppliers to the Firm in the UK. This involves dealing with the initiation of the Firm's supplier diligence processes and a variety of contract negotiation and contract management services. The Contract Manager must have experience and the ability to function as an independent professional on these matters.

In particular, we are looking for an enthusiastic individual who can focus on managing the lifecycle of the Firm's supplier contracts. The Contract Manager will report to the Legal Counsel team and will have significant interaction with various Business Service heads and functions. The role is also responsible for the operation and maintenance of the Firm's bespoke contract management system and managing the various deadlines relevant to the supply chain contracts.

Principle Responsibilities

- Primary responsibility for the reviewing and negotiation of supplier agreements to be entered into by the Firm;
- Collaborating with internal stakeholders to understand the key requirements and associated timelines for implementing, renewing and terminating supplier agreements;
- Advising internal stakeholders of proposed terms and associated risks;
- Advising on best current practices for supplier due diligence process, including maintaining up to date questionnaires;
- Managing, maintaining and assisting with the ongoing development of the contract management system;
- Giving and supporting the training programme for the procurement systems and disciplines;
- Promoting the procurement system and the use of the contract management system;
- Management and administration of the procurement matter intake mailbox.

Job title

Contracts Manager

Recruiting Partner

Nick Hazell and Briony Edwards

Department

Risk Management

PQE Level

N/a

Location

London

Perm/FTC

Permanent

Salary

Competitive

Working pattern

Taylor Wessing supports agile working, and the Talent Resourcing team would happily have conversations with potential candidates about how we could support agile or flexible working needs.

The opportunity for you

Knowledge, Skills and Experience

The position requires a highly motivated, self-starter, who excels at managing a number of different tasks at the same time and is at ease interacting with senior management. The candidate will have good writing, communication and computer skills alongside excellent organizational skills and ideally, experience of establishing and/or managing a procurement process in a professional services environment.

- The successful candidate should have a law degree from the UK (or commonwealth equivalent).
- Experience in data protection law is desirable.
- Candidates are likely to benefit from having a period of progressively responsible and directly related experience. Experience in a large law firm or the legal department or contract administration group of a large limited or public company is also desirable

About us

Taylor Wessing is a global law firm that serves the world's most innovative people and businesses.

Deeply embedded within our sectors, we work closely together with our clients to crack complex problems, enabling ideas and aspirations to thrive. Together we challenge expectation and create extraordinary results. By shaping the conversation in our sectors, we enable our clients to unlock growth, protect innovation and accelerate ambition.

Our UK sector focus



Technology, Media
& Communications



Private Wealth



Real Estate,
Infrastructure & Energy



Life Sciences
& Healthcare

Our areas of expertise

- Banking & Finance
- Brands & Advertising
- Commercial & Consumer Contracts
- Competition, EU & Trade
- Copyright & Media Law
- Corporate Crime & Compliance
- Corporate/M&A & Capital Markets
- Data Protection & Cyber
- Disputes & Investigations
- Employment, Pensions & Mobility
- Environmental, Planning & Regulatory
- Financial Services Regulation
- Information Technology
- Patents & Innovation
- Private Client
- Private Equity
- Projects, Energy & Infrastructure
- Real Estate & Construction
- Restructuring & Insolvency
- Tax
- Venture Capital

Challenge expectation, together

With our team based across Europe, the Middle East, US and Asia, we work with clients wherever they want to do business. We blend the best of local commercial, industry and cultural knowledge with international experience to provide proactive, integrated solutions across the full range of service areas.

1000+ lawyers | **300+** partners | **29** offices | **16** jurisdictions

About us

The way we work

At Taylor Wessing, we never settle for average. We're creative thinkers, problem solvers and continuous learners who excel at what we do and believe our best work is still ahead of us. We are a firm that's large enough for you to achieve your ambitions, but connected enough to be a true community.

You are joining an inclusive culture that allows you to be yourself and balance your work and home commitments. You'll gain access to high-end technology, agile processes and the trust to deliver your best work in a flexible way whilst spending the balance of your time with colleagues in our offices.

Investing in you | Tailored Benefits

Your wellbeing is always our priority and we are proud to offer bold and progressive ways of working alongside an excellent range of benefits and perks designed to support you and your family.

Key benefits

- 25 days' annual leave
- Life assurance
- Group personal pension – salary sacrifice
- Income protection
- In-house GP service

Health and wellness benefits

- Private medical insurance (individual)
- Health assessments
- Dental insurance
- Critical illness insurance
- Flu vaccinations
- Eye tests
- Employee assistance programme
- Subsidised yoga
- Premium Headspace subscription
- GymFlex

Lifestyle benefits

- Cloud Nine – our subsidised restaurant and coffee bar
- Enhanced family leave – after one year qualifying service new parents taking maternity or shared parental leave may receive the equivalent of six months' full pay, spread over nine months
- Cycle to work scheme
- Payroll giving
- Technology loan
- Health cash plan
- National Art Pass
- Mortgage surgeries
- Interest free season ticket loan

Our values

What we stand for

We have built a team that reflects the firm's core values and which exemplifies inclusivity – everyone is welcome to apply for our roles and at Taylor Wessing, no one will receive less favourable treatment because of gender, race, disability, sexual orientation, religion, belief, age, marital status, background, pregnancy or caring responsibilities.

We are a community of independent thinkers, connected by our values and our drive to challenge expectation. Our values shape what we do and how we do it. To learn more, [click here](#).

Excellence

Creative

Responsible

Team

Integrity

Respect

Acting responsibly, together

We're committed to being a responsible business and taking accountability for our actions.

We have high ethical standards and take care of our people. We're reducing the footprint we leave in nature and engaging with our communities through cultural and charity work. Being a responsible business means we're active members of our broader society, of the legal community, and of our clients' sectors.

Whether it's building an inclusive workplace, reducing our waste or supporting the arts; we're actively working together to build a better business, and a more sustainable world.



Find out more about our responsible business initiatives [online](#)

Read our latest [Impact Report](#)

Diversity & Inclusion

Mansfield Certification



Taylor Wessing UK is proud to have achieved Mansfield Rule UK certification for a second year running and has committed to participating for a third year!

We're committed to delivering an inclusive culture and a progressive environment where we empower all our people to lead, learn and grow. The Mansfield Rule keeps us and the wider legal profession accountable for achieving and surpassing these goals; over the last year alone the Mansfield Rule has helped us continue to focus on monitoring our recruitment and promotion activities, as well as improving the diversity of our firm.

We've seen tangible changes in our firm from championing diverse voices across all areas of our business, something we want to see continue to flourish in the years to come and with Mansfield as a key partner in building in an inclusive environment for all.

To read more about this fantastic achievement please [click here](#)

Inclusive Recruitment Charter

Take a look at our new Inclusive Recruitment Charter...

The Charter builds on some of our great initiatives from the last year, like taking part in the 10,000 Black Interns programme, introducing mandatory inclusion training for all our people, and achieving Mansfield Certification Plus.

Learn more about our commitments to being a responsible business by [clicking here](#)

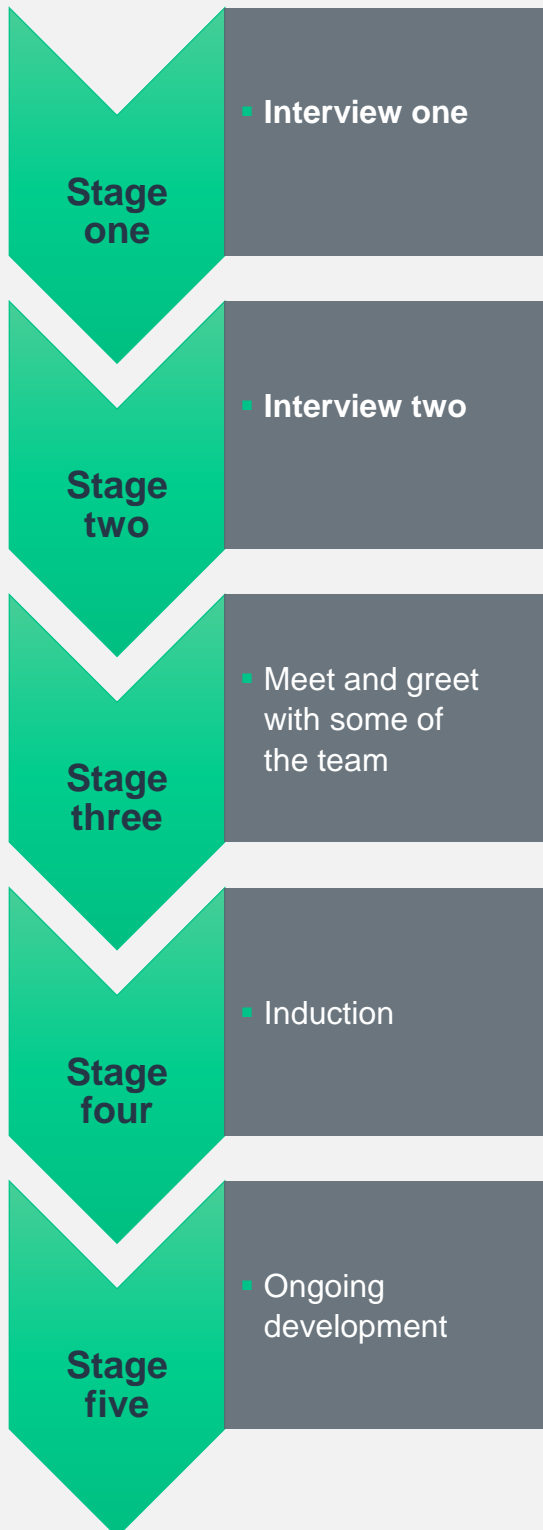
Responsible Business Networks

We embrace individuality and bring diverse teams together, creating an inclusive work environment where all of our talent can flourish. Our inclusion programme has five priority areas, each with partner champions and network groups, in addition to other networks and societies that bring people together within the responsible business programme.

Our current networks include:

- Arts Society
- Balance in Business - our gender balance network
- Cultural Diversity network
- equaliTW - our LGBTQ+ network
- Family Matters network
- Social Mobility network
- Sustainability network
- Wellbeing network

Your recruitment journey



Rob Fowler
Head of Talent Acquisition
+44 20 7300 4841
r.fowler@taylorwessing.com



Hannah Jackson
Senior Recruitment Manager
+44 203 077 7262
h.jackson@taylorwessing.com



Sara Gordon
Senior Talent Acquisition Manager
+44 1513355139
s.gordon@taylorwessing.com



Kendell Woods
Recruitment Advisor
+44 151 335 5192
k.woods@taylorwessing.com



Lottie Williams
Recruitment & Onboarding Advisor
+44 151 335 5191
ch.williams@taylorwessing.com



Daniel Cheasley
Senior Recruitment Advisor
+44 20 7300 4965
d.cheasley@taylorwessing.com

Please contact us if you require any adjustments to your application or our recruitment process.

2000+ people
1100+ lawyers
300+ partners
29 offices
17 jurisdictions

Austria	Klagenfurt Vienna
Belgium	Brussels
China	Beijing Hong Kong Shanghai
Czech Republic	Brno Prague
France	Paris
Germany	Berlin Düsseldorf Frankfurt Hamburg Munich
Hungary	Budapest
Netherlands	Amsterdam Eindhoven
Poland	Warsaw
Republic of Ireland	Dublin
Slovakia	Bratislava
South Korea	Seoul*
UAE	Dubai
Ukraine	Kyiv
United Kingdom	Cambridge Liverpool London London TechFocus
USA	New York Silicon Valley

* In association with DR & AJU LLC