

# PHILLIPS

## POSITION DESCRIPTION

<b>JOB TITLE: ASSISTANT COUNSEL</b>	<b>DEPARTMENT: LEGAL</b>
<b>REPORTS TO: GENERAL COUNSEL, EMEA</b>	<b>LOCATION: LONDON</b>
<b>POSITION TYPE: FULL-TIME</b>	<b>EFFECTIVE DATE: JULY 2022</b>

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### **PRIMARY FUNCTION**

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The position will involve working as part of Phillips' Legal Team performing various legal tasks from an in-house perspective. The role requires a good knowledge of the legal, regulatory, and compliance requirements of an international auction house.

The Assistant Counsel is responsible for providing day to day legal advice to the Company's various specialist departments in London and Europe. This position will report to the General Counsel, EMEA. As a member of the Legal team, the Assistant Counsel is expected to demonstrate continuous focus on delivering the Company's brand promise, executing its business strategy and achieving its vision.

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### **DUTIES AND RESPONSIBILITIES**

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- Draft and revise a wide range of contracts, including auction consignment agreements, private sale agreements, and other related legal documents
- Respond to inquiries from the specialist departments related to consignment contracts and regarding legal and compliance issues
- Work closely with the General Counsel EMEA to prioritize assignments and projects and maintain internal service levels
- Work with Global General Counsel on certain projects as required
- Providing additional support as needed to the wider Phillips Legal Team
- Provide legal support during auction events

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### **EDUCATION AND EXPERIENCE**

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- Qualification to practice law in England & Wales
- Law degree required (LLB, LLM)
- Between 2 and 5 years professional legal experience ( either in a law firm or corporation)
- Excellent drafting skills
- European languages an advantage
- Art Law Experience an advantage
- Strong analytical and problem-solving skills
- Ability to identify and manage risks and craft appropriate responses
- Possesses a strong work ethic with effective time management and organizational skills
- Excellent inter-personal verbal and written communication skills
- Excellent client service skills; comfortable interacting with all business stakeholders
- Knowledge and experience in the following practice areas is preferred: art law, commercial law, intellectual property, data protection and other areas of regulatory compliance

This position description is not intended to be an exhaustive list of duties, but aims to highlight the typical responsibilities of the position. It may be reviewed at any time. The position holder may be requested to undertake other duties commensurate with the general level of the position.