

# LOAN MARKET ASSOCIATION

## **JOB DESCRIPTION:**

<b>POSITION</b>	Associate, Legal
<b>PLANNED START DATE</b>	September 2018
<b>REPORTS TO</b>	Director, Head of Legal
<b>SUMMARY OF POSITION</b>	Assisting with a wide range of legal and non-legal tasks relating to the Association's in-house legal work, documentation projects, events and regulatory activities.

### **KEY TASKS:**

- Assisting the Executive and senior members of the LMA legal team on a variety of core initiatives, including project management of new and existing LMA documents, and other key legal and regulatory projects. The nature of the work will vary, depending on the skills and experience of the successful candidate.
- Involvement in the LMA events and education programme, to include: 1) sourcing speakers and putting together agendas for LMA training days and seminars, both in the UK and overseas; 2) liaising with the LMA events team as appropriate; and 3) attending LMA events where required.
- Monitoring loan market issues from both a legal, regulatory and commercial perspective and reporting on such issues to other members of the team. Work may also extend to the production of submissions to regulators and legislators.
- Involvement in the production of LMA content for members: this may include production of conference summaries; newsletter articles; proof-reading of third party content; and updates to existing LMA publications.
- Sourcing and reviewing appropriate legal and regulatory content for the LMA website and other LMA publications, including the Monthly Update, Real Estate Finance Quarterly Bulletin, Developing Markets Quarterly Bulletin and Bi-annual Newsletter.
- Monitoring the internal legal obligations of the Association and ensuring key policies are kept up to date (including matters relating to corporate governance, data protection and any new relevant regulation or legislation).
- Project managing internal projects on an ad hoc basis.
- Project managing internal projects, including a review of LMA boilerplate and formatting across its suite of documentation to ensure complete consistency.
- Writing press releases and assisting with LMA promotional activity.

## **1. Knowledge, skills and experience**

### **The individual will:-**

- have, or be keen to work towards, a good understanding of LMA loan documentation;
- worked, or be working either as a senior paralegal or qualified lawyer (NQ to 3 years PQE) in a banking and finance team, either in private practice or in-house (qualified as a solicitor in England and Wales);
- have a strong academic record, an English law degree with a grade of at least 2.1 (or equivalent post-graduate qualification) and have obtained the LPC;
- have excellent written communication skills, including an ability to summarise large amounts of information quickly and succinctly;
- be able to demonstrate excellent PC skills, to include Word, Excel, Powerpoint and Outlook;
- have a "can-do" and flexible attitude;
- have an ability and willingness to work within a small team;
- have very strong oral communication and interpersonal skills;
- have excellent organisational and project management skills;
- have an enquiring mind, a positive attitude and excellent attention to detail;
- have excellent legal research skills and ability to work independently; and
- have an ability to multi-task and work to tight timetables.

**Given the broad geographical focus of the LMA's work, whilst language skills or legal qualifications/experience in other EMEA jurisdictions are not essential, the ability to speak another language could be advantageous, as could relevant experience in other non-UK legal regimes. The relevance of this experience will be assessed on a case by case basis.**

## **2. Dealing with and influencing people**

- The individual will be working closely with colleagues and Association members who range from administration staff through to high-ranking professionals. A mature and thoughtful attitude to communication will be required at all times.
- The individual will be part of a small team - good communication skills are therefore key.

## **3. Direct responsibility for people**

- The individual will not be required to manage anyone.

## **4. Location**

- We are based in Clifford Chance's offices in Canary Wharf.

## 5. Salary

- Competitive with in-house roles, but dependent on skills and experience.

## 6. Application details

- Send your CV and a covering letter of 250 words or less outlining why you wish to work at the LMA to [amelia.slocombe@lma.eu.com](mailto:amelia.slocombe@lma.eu.com).
- Selected applicants will be invited to attend an interview. Interviews will take place at our offices at 10 Upper Bank Street.

## 7. Special features

- This role is ideally suited to someone who would like to move outside the high pressure demands of private practice into a broader, non-transaction based role.
- The successful candidate will be involved in some very high profile work and will gain an unrivalled insight into the workings of the Loan Market Association, its documentation (which is widely used across the loan market) and the syndicated loan market generally.
- He or she will be given the opportunity to attend first class training on LMA documentation and work alongside senior loan market professionals, including lawyers and partners from magic circle law firms.
- Whilst the role entails occasional evening work for the purposes of attending LMA events, the successful candidate will have a much greater ability to manage their own time, this being one of the key benefits of a non-transaction based role.
- The key feature of the role is integration into a small and highly productive team, and so a flexible and open-minded attitude and willingness to become involved in all aspects of the Association, when required, is essential.
- Some travel to events outside the UK is likely to be required.

The LMA is the trade body for the EMEA syndicated loan market and was founded in December 1996 by banks operating in that market. Its aim is to encourage liquidity in both the primary and secondary loan markets by promoting efficiency and transparency, as well as by developing standards of documentation and codes of market practice, which are widely used and adopted. Membership of the LMA currently stands at over 680 from over 60 nationalities across EMEA and consists of banks, non-bank investors, law firms, rating agencies and service providers.

The LMA has gained substantial recognition in the market and has expanded its activities to include all aspects of the primary and secondary syndicated loan markets. It sees its overall mission as acting as the authoritative voice of the EMEA loan market vis à vis lenders, borrowers, regulators and other interested parties.

## **LMA DATA PROTECTION PRIVACY NOTICE FOR JOB APPLICANTS**

The LMA is committed to protecting and respecting your privacy. This notice describes how the LMA collects and uses personal data received from job applicants and the rights you have in relation to your personal data.

This notice was last updated on 21 May 2018 and may be amended from time to time.

### **Contact details**

The Loan Market Association ("**LMA**") is registered at 5th Floor, 6 St Andrew Street, London EC4A 3AE. The LMA acts as a data controller with respect to the personal data provided to us. The LMA is registered with the UK Information Commissioner's Office ("**ICO**") under the following ICO registration number: Z5349255.

If you have any questions in respect of this notice, or would like to exercise your rights as stated in this notice, please contact us at: [lma@lma.eu.com](mailto:lma@lma.eu.com); or at our postal address: LMA, 10 Upper Bank Street, London E14 5JJ.

### **Personal data collected from you**

As part of the recruitment process we will collect, store and use personal data about you, including: (i) your name, contact details and address; (ii) details of your skills, qualifications, experience and employment history; (iii) information regarding your right to work in the UK; and (iv) details regarding your current level of remuneration and any work benefit entitlements.

### **How we collect personal data**

Your personal data will be provided to us either by you directly or through a recruiter when you submit your CV and/or covering letter on application to us. We will also collect information during your interview, including from any written assessments we may use as part of the recruitment process. We may also collect personal data from your examination certificates, passport, driving licence or other identity documents provided. Personal data may also be collected from third parties, such as references obtained from former employers and background checks, as applicable.

### **How we use your personal data**

The LMA only uses personal data for legitimate business purposes and in accordance with data protection legislation. We will use the personal data that we collect for a number of purposes including to: (i) assess your skills, qualifications and suitability for the position for which you are applying; (ii) communicate with you during the recruitment process; (iii) keep records related to our recruitment processes; and (iv) comply with our legal and regulatory requirements. In the event of your application being successful, the data collected will become part of your employment record and will be used for employment purposes.

We only request information necessary for these purposes and use this in a proportionate manner. If you do not, when requested, provide the information necessary for us to consider you for the position for which you are applying, we will not be able to process your application.

The LMA has a number of legal bases for processing personal data, primarily being the legitimate interests of the LMA in ensuring that we make and keep records of the recruitment process. These records allow us to manage the process effectively, assess a candidate's suitability for employment and who to decide to offer roles to. We may also, from time to time, need to process data from job applicants to respond to and defend against legal claims.

### **Storage, processing and security of personal data**

The personal data that we collect about you is stored and processed in the European Economic Area ("**EEA**"). If personal data is transferred outside of the EEA (for example, on the UK's exit from the EU), in these situations the LMA will ensure that information continues to be protected by appropriate safeguards.

Your personal data will be stored in electronic formats (including email) on our internal IT systems and also in paper form. Your information may be shared internally at the LMA for decision making purposes and with those involved in the recruitment and employment administration process. The LMA has reasonable administrative, technical and physical measures in place to protect your personal data.

### **Your rights in respect of your data**

Your principal rights under data protection legislation in respect of personal data are:

- the right to access that personal data (for which we may charge a small administration fee);
- the right to rectification of that personal data;
- the right to erasure of your personal data;
- the right to restrict and/or object to the processing of your personal data;
- the right to portability (i.e. transfer) of your personal data; and
- the right to withdraw consent to processing of your personal data.

Please note that if you have any concerns about the handling of your personal data, you have the right to complain to a supervisory authority (namely the ICO).

### **Data retention**

If your job application is unsuccessful, we will retain your personal data for a period of six months after we have communicated our decision to you in relation to your application. We may keep your personal data on file beyond this point for any suitable employment opportunities; however, we will inform you of this prior to doing so. After this period, we will securely destroy your personal information in accordance with applicable laws and regulations.

As noted above, if your application is successful, your personal data may be used and retained in connection with your employment consistent with LMA data protection policies.