



JOB DESCRIPTION

Job title:	Head of Legal and Regulatory Affairs
Reports to:	Chief Executive Officer
Location:	Head office in Staines, with home working as standard
Hours	Flexible, around 25 hours per week spread over 3-4 days
Salary and benefits:	Up to £100k per annum at 37.5 hours per week (pro rata), discretionary bonus scheme up to 23% of salary, car allowance, generous company pension contribution, private medical insurance, support for home office improvements plus aviation industry travel discounts.

Job purpose

The Head of Legal and Regulatory Affairs is ACL's principal advisor and representative for all legal matters, and lead for all relations with government, regulators, civil aviation authorities and other key stakeholders.

The role ensures that ACL acts independently and professionally; has a unified position on future developments in coordination, regulation and legislation; and that any developments best support ACL and the underlying principles of slot coordination¹.

Principal accountabilities

Legal

- To act as ACL's chief legal representative, creating and dispensing advice and opinion as required in relation to any legal or contractual matter affecting or affected by the company's activities.
- To advise and represent the company on airport slots legislation, industry rules and guidelines, and all general legal topics.
- Accountable for obtaining necessary external legal advice and ensuring ACL maintains strong relationships with key law firms.
- Manage legal claims and challenges to ensure ACL is best represented, and protected as far as possible in relation to any litigation arising from our decisions.

¹ Independence of the coordinator, fairness and transparency, and to ensure the most efficient declaration, allocation and use of available airport capacity in order to optimise benefits to consumers, taking into account the interests of airports and airlines.



- Ensure ACL complies with all relevant legislation, including corporate and directors' liabilities, applicable Acts of Parliament and other legal responsibilities.

Regulatory

- Accountable for ACL's regulatory policies and framework, ensuring compliance with airport slot regulations in all applicable jurisdictions.
- Influence and engage government and regulatory stakeholders at strategic level to ensure positive environment and outcomes for ACL, maintaining key relationships with UK and international regulators as a key partner in slots policy.
- Lead ACL's formal responses to all industry and regulatory consultations.
- Oversee ACL's slot monitoring activities and the application of the UK slot sanction scheme, ensuring all slot sanctions applied are defensible, proportionate and compliant with local applicable regulation.
- Assist the Coordination team to deliver excellence in slot coordination in relation to consistent interpretation of worldwide guidelines, UK and EU regulations and those of other jurisdictions.

Other

- As an active member of the Leadership Team, help form, implement and review ACL strategies and business plans.
- Drive ACL's stakeholder engagement activities, maintaining clear and focussed plans for enhancing relationships with each stakeholder group.
- Own, in part or in whole, ACL's relationships with industry bodies such as IATA, ACI, WASB, EUACA, and participate in meetings and working groups as required.
- Provide training to colleagues on slot regulations and other applicable topics.

Person specification

Qualifications and knowledge

- Solicitor qualified in England with at least 8 years PQE in commercial or regulatory. Must have a current practicing certificate.
- Governmental affairs or regulatory experience is highly desirable.



- Knowledge of how government works and how legislation is made is desirable.
- Knowledge of the aviation industry is desirable.

Skills and capabilities

- Ability to interpret complex legal arguments and set out coherent and persuasive responses.
- Ability to get to grips with complex legislation, and to capably understand, interpret and apply it.
- High levels of integrity, ethics and standards.
- Demonstrable credibility at senior levels.
- Good people skills and a proven track record of building team and personal relationships.
- An understanding of the complexities involved in dealing with regulators.
- Comfortable with ambiguity and change.
- Ability to take balanced decisions and anticipate pitfalls.
- Excellent communication skills – written, verbal and presentational, up to Board and ministerial level.
- Effective networker and collaborator within a wide range of industry forums.
- Some analytical capabilities (e.g., quantitative analysis, statistics) beneficial.
- Planning and organisation skills – deadline and delivery focused.
- Ability to operate effectively under pressure and with pressing deadlines.
- Financially literate to a general management standard.
- Independently minded.
- Self-motivated and able to inspire and motivate others.
- Politically astute.