

## Paralegal – Data Privacy

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|------------------|--------------------------------------------|
| Department/group | Legal                                      |
| Office           | London (hybrid working)                    |
| Reporting to     | Data Privacy Specialist Lawyer             |
| Role Type        | Permanent / Full Time (4-day week minimum) |

### aosphere purpose

aosphere Limited produces market leading web-based legal and compliance management products currently focused on derivatives, shareholding disclosure, cross-border distribution, cross-border lending, data privacy, e-signatures and crypto asset regulation. aosphere's products are used by over 750 institutions and over 15,000 users worldwide including most leading banks and 80% of the top 20 world's largest asset managers. Its flagship products include netalytics, CSAnalytics, diligence and the Rulefinder product range. aosphere Limited is at the forefront of legal innovation and has featured multiple times in the prestigious Financial Times Innovative Lawyers report. aosphere Limited is also a pioneer in the use of flexible working arrangements. The team is based in London, New York, Adelaide, Belfast, Hamburg, Rome and Dubai.

### Role purpose

We are currently seeking to recruit a paralegal to join the Data Privacy team. The Data Privacy team runs the Data Privacy product which covers data privacy, AI regulation and governance and cybersecurity. The successful candidate will work directly with the Data Privacy team of lawyers, providing legal and administrative support to them.

### Key relationships

aosphere product/legal, admin and support/monitoring teams, local counsel around the world

### Role & Responsibilities

- Assisting the legal team with tasks such as instructing counsel, reviewing draft responses, restructuring documents, finalising country reports and managing legal projects and deadlines.
- Conducting research exercises into specific regulations and areas of regulatory change.
- Assisting the legal team with monitoring activities, alerts and maintaining trackers.
- Working closely with other aosphere teams (e.g. monitoring and support) in relation to tasks to maintain and improve the Data Privacy product.
- Regular reviews of existing processes to identify areas to improve e.g. in terms of outcomes and/or efficiency.

### Key Requirements

- Excellent attention to detail and accuracy.
- Experience of supporting lawyers.

- Organised and methodical approach to work with a high level of accuracy.
- Strong analytical skills with the ability to assist with collecting, organising, analysing, and disseminating information.
- Excellent communication and interpersonal skills on all levels. This role involves daily communication with the aosphere product/legal and monitoring/support teams.
- The capability to rapidly learn new IT applications.
- Pro-active, self-motivated and able to work on own initiative and under pressure.
- Team working skills are essential.

## Who we are looking for

The position would appeal to an individual with experience working with and supporting lawyers and wishing to work in a small team and fast growing legal technology environment. We are particularly looking for someone proactive, with a 'can do' attitude, with an interest/flair for improving (often manual) processes and, as part of this, an interest/knowledge in using AI. All necessary training to ensure the successful candidate is fully involved in supporting the business at the earliest opportunity will be provided. Opportunity to work flexibly including part-time arrangements (min 4-day week) and working from home on selected days (following probation period).

## Join our team!

Join our team, and be part of a high-performing, collaborative culture, with friendly people, fantastic offices (based in Spitalfields) and an extensive, generous benefits package. Annual discretionary bonus is applied post probationary period.

Please send your CV/resume in confidence to [hr@aosphere.com](mailto:hr@aosphere.com)