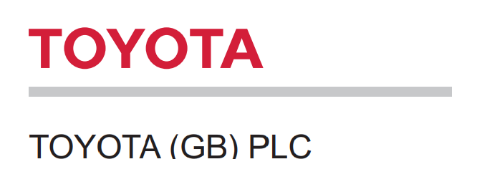
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| **Trainee Solicitor**  **(2-year training contract)** | | |
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| **We’re offering you the opportunity to join our small legal team to train towards being a fully qualified lawyer. You will be a law graduate in the UK (or have completed your LPC) and be looking to do your Qualifying Work Experience/Period of Recognised Training.** | | |
| **About TGB** – In a nutshell  You may already follow Toyota & Lexus on social media or in the news and have seen the incredible things we’re achieving globally. What we do here at Toyota plays a key role in making that success happen.  Based at our Eco HQ in Surrey, we are the Sales and Marketing function for Toyota and Lexus in the UK, working to deliver exceptional experiences for our customers. Our diverse team is united by a shared goal: *to do business in a way that customers love*. We’re also proud to be recognised each year in The Times Top 100 Best Companies to Work For—a reflection of our culture, values, and commitment to our people.  Want to know more about life at TGB? Check out our blog here. | | |
| **Whistle Stop Overview**  You’ll work closely with the Legal team to provide the business with high-quality legal advice and legal services across a range of subject matters, while supporting your journey to becoming a qualified solicitor. You’ll gain exposure to various areas of law including commercial, regulatory, and dispute resolution. You’ll assist in managing contracts, providing legal advice, and ensuring compliance with legal procedures - all within a supportive environment that encourages professional growth. This role also offers the opportunity to gain experience across other areas of the wider Toyota business, providing valuable commercial insights beyond the core legal function. You'll work in a supervised and supportive environment to develop your legal knowledge and skills while completing your Qualifying Work Experience/Period of Recognised Training as required by the Solicitors Regulatory Authority (SRA).  You can find more detail about the role on the Job Profile. | | |
| **What you’ll get at TGB** - Great people deserve great things  Enabling you to be the best you can be is top on the list at TGB, so it’s more than just an annually reviewed, externally benchmarked salary and bonus scheme that puts smiles on the faces of people that work here:   * Our hybrid working policy, means you’ll split your time working from home and at our state-of-the-art Eco Campus * On site subsidised Café & Restaurant, gym & in-house Wellbeing Ambassador, all set within RHS Kew & the Surrey Wildlife curated landscaped gardens * Access to attractive car schemes for you (& your family) for Toyota & Lexus cars * 25 days annual leave (+ bank holidays), which increases with length of service * Defined contribution pension scheme + the option to add Additional Voluntary Contributions * Private Medical Insurance for you & your immediate family fully funded by TGB * Death in Service at 10 x base salary & Income Protection * Optional company funded health related benefits, including Dental Insurance HealthCare Cash Plan, Employee Assistance Program (EAP) & Flu Jabs – all at no cost to you * Extended flexible benefits package including; cycle-to-work scheme, eye tests, holiday trading and Sports & Social Club (accessing annual ski trips, football tournaments, arts & crafts, discounted tickets to events & shows plus a whole lot more!) * Annual £150 Personal development allowance to learn new skills alongside an extensive Learning and Development offering. * Long service recognition awards * 2 volunteering days per year and various Corporate & Social Responsibility initiatives. * Regular 121s with your manager, a personal development plan reviewed quarterly with a range of training & support (as per the TGB Management Deal) * £1k to support your relocation, to within a commutable distance of our EcoHQ if you’re joining one of our Emerging Talent programmes | | |
| **You want in?** (you’ll find the detail in the job profile below)  To be considered for this role, the skills you’ll need to have include:   * Graduate (2:1 honours degree or above) having completed law degree in the UK or LPC * Strong numerical and analytical skills. * Motivated by change and innovation. * Residing in the UK and either living within or willing to relocate to within a commutable distance of our ECO HQ | | |
| We know we won’t have been able to cover everything in this advert. Have a look at the job profile for some extra detail and if you get through to the face to face interview stage of our process, then we’ll put aside some time to explain the role fully, holding time so you can ask any questions that you have.  You’ll be able to apply for this role through our dedicated careers site. We use Willo one-way video interviewing as part of our recruitment process. We’ll provide you with some more information around this as you progress through the stages. | | |
| **Our TGB Community**  TGB is committed to fostering a diverse & inclusive workplace where innovation thrives through diversity of thought. We believe in building a community culture that supports high performance by nurturing psychological safety, being mindful of barriers to inclusion, & encouraging allyship. We judge applications on merit, make no assumptions, & don’t discriminate against any protected characteristics. As a proud participant in the Disability Confident Scheme, we’re dedicated to creating an environment where everyone feels valued, supported and included.  If there’s anything outside of our standard recruitment process that we can do to enable you to be your best our door is open to have the conversation. | | |
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**JOB PROFILE**

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| **Trainee Solicitor** | | | | | | | | | |
| **Role in a nutshell:** You’ll work closely with the Legal team to provide the business with high-quality legal advice and legal services across a range of subject matters, while supporting your journey to becoming a qualified solicitor. You’ll gain exposure to various areas of law including commercial, regulatory, and dispute resolution. You’ll assist in managing contracts, providing legal advice, and ensuring compliance with legal procedures - all within a supportive environment that encourages professional growth. This role also offers the opportunity to gain experience across other areas of the wider Toyota business, providing valuable commercial insights beyond the core legal function. You'll work in a supervised and supportive environment to develop your legal knowledge and skills while completing your Qualifying Work Experience/Period of Recognised Training as required by the Solicitors Regulatory Authority (SRA). | | | | | | | | | |
| **Reporting to** | Senior Manager, Legal & Compliance | **Department** | Legal & Compliance | **Grade** | Legal Trainee | **Location** | Burgh Heath | **Direct Reports** | 0 |
| **A bit about the Legal Team:** The Legal & Compliance team plays a pivotal role in providing practical legal support and legal advice to all internal departments across the business. We help the business stay within the law, manage business risks and meet its regulatory obligations by managing contracts, providing legal advice, resolving legal queries, and handling customer complaints. We also work closely with teams across the business to make sure customers receive a legally compliant experience, while offering redress where necessary. Our team is friendly and approachable, and we collaborate with departments across the business to solve problems together. You’ll get to know people from all areas of the business, and the wider Toyota group, which makes our work varied and rewarding. | | | | | | | | | |

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| **What you’ll be doing:** | | | | | |  | **How you could stretch this role:** | | | |
| * Providing timely and practical legal advice to internal customers (from Advertising and Marketing to Customer Relations to Procurement!), carrying out research where necessary, and ensuring it aligns with the business’s policies and risk profile. * Assisting with the drafting, reviewing, and negotiating of customer and supplier contracts. * Liaising with internal departments and external stakeholders (customers, suppliers, funders) to ensure legal queries are resolved efficiently. * Conducting legal research and staying up to date with legislative and regulatory changes. * Supporting the Manager (and the General Counsel and Legal & Compliance team) with the creation of template agreements, policies, and legal procedures, ensuring legal processes are followed. * Creating PowerPoint presentations for internal legal training and assisting with the delivery of these sessions. * Supporting dispute resolution work, as required. * Maintaining your SRA training record and reflecting on your learning experiences. * Contributing to team meetings, social activities, and charitable events to foster a collaborative work culture. | | | | | |  | This role will evolve as you gain experience and demonstrate high performance. You’ll have the opportunity to take on more responsibility, recommend improvements to legal processes, and contribute to the strategic goals of the Legal & Compliance team. This could include:   * Taking ownership of more complex legal matters, including negotiating high-value contracts, and advising on regulatory compliance. * Recommending process improvements to streamline legal workflows and enhance efficiency. * Acting as a trusted legal advisor to internal stakeholders, proactively identifying legal risks and proposing practical solutions. * Project management for legal initiatives. * Building a strong personal network across the business. * Training and mentoring future junior team members. | | | |
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| **Experience you’ll gain:** |  | | **How we’ll support you:** | | | | | |  | **What you’ll get to own:** |
| Working as a Trainee Solicitor will give you invaluable experience across a variety of legal areas, setting you up for success as a qualified solicitor.  You’ll gain experience in:   * Working closely with internal stakeholders across different departments, building strong working relationships. * Developing a solid understanding of commercial contracts and the legal risks associated with business operations. * Managing legal documentation, including implementing legal policies. * Conducting detailed legal research and applying it in a practical business context. |  | | We want you to succeed, so we’ll provide you with the tools, resources, and guidance you need to excel in this role.   * A full induction to help you settle in and understand the business. * Ongoing learning opportunities to develop your core legal skills. * A supportive environment where you can bring your whole self to work. * Regular and constructive feedback to help you grow, along with encouragement to provide feedback to others. * Regular one-to-one sessions with your line manager to discuss your development and career progression. * Personal development plans established and assessed through our performance management tool. * On-going coaching and support whenever you need it. | | | | | |  | In this role, you’ll have ownership of key processes and projects, contributing to the success of the Legal & Compliance team and the wider business.  You’ll be accountable for:   * Reviewing and finalising customer and supplier contracts, ensuring deadlines and key dates are met. * Supporting the development and implementation of new legal templates, policies, and procedures. * Ensuring compliance with internal legal processes. |
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| **Key Experience & Skills:** | | | |  | **Attributes & Behaviours** | | | | | |
| **Essential:**   * Graduate (2:1 honours degree or above) having completed law degree in the UK or LPC. * Strong attention to detail, with the ability to ask questions and seek clarification when needed. * Excellent interpersonal and communication skills, both written and verbal, with the ability to build relationships at all levels. * Strong administrative skills and proficiency in Microsoft Office (Word, Excel, PowerPoint) and internal systems. * Effective time management skills and the ability to work under pressure to meet deadlines. * A positive, can-do attitude, demonstrating willingness to take on new challenges and adapt to changing priorities.   **Desirable:**   * Previous experience working in an in-house legal team or law firm. * Prior experience handling commercial contracts. | | | |  | We’re looking for someone who will thrive in a high-performing, collaborative team environment.  You will work within a culture of continuous improvement and inclusivity, showing respect for people and working with integrity. You’ll demonstrate:   * Self-motivation and enthusiasm to succeed and develop. * Excellent interpersonal and communication skills, both written and verbal, with the ability to build relationships at all levels. * A proactive and resilient mindset, with the confidence to take initiative and make recommendations. * Curiosity and a willingness to learn, explore new ideas, and ask questions. * A collaborative approach, contributing to a positive team culture and supporting others in their work. * Proactive, solutions-oriented approach with the ability to manage a varied workload independently. | | | | | |
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| **Information Specific to this Role:** | | | | | | | | | | |
| * In line with our Talent Enablement culture, we will give you ownership and encourage you to deliver outcomes that lie outside of the remit of this Job Profile. We do this to give you extra experience, to stretch and develop you within your role, enabling you to be the best you can be * This is a two-year fixed-term training contract as part of your Qualifying Work Experience/Period of Recognised Training required by the SRA. * The role requires successful completion of SQE1 and SQE2 (SQE route) or the Professional Skills Course (LPC route) during the contract period. * There may be occasions where work outside of normal business hours is required to meet deadlines or respond to urgent legal matters. * The role may require travel to other locations from time to time. | | | | | | | | | | |