

## EV – About the Company

EV have been in the energy business for nearly 25 years and are a multiple award-winning technology company within the energy sector. EV provide market leading downhole visual analytics solutions in over 36 countries, and are expanding aggressively into the midstream, green energy and SaaS markets.

EV push technological boundaries and strive for excellence in everything we do. As an employer and service provider, we are committed to creating an exciting, fun and rewarding environment in which all staff, clients and visitors feel respected and valued. EV is a dynamic, inclusive team where we strive to ensure that individual differences, efforts and contributions are always recognised and valued. As such we have an Equality Policy to recruit, develop and promote individuals based on aptitude and ability where we treat, engage and reward everyone in the same fair and collaborative manner.

Values – At EV we strongly believe in the value of EVolution and that what we learn today can be used to improve our performance tomorrow. By adhering to this core value, EV ensure the highest standard of service to our customers whilst training and developing our staff to help both meet their objectives and achieve their goals:

- **EV**olving the experience for our customers by solving their problems and adding value to their operations
- **EV**olving the quality of our services through technical innovation and operational excellence
- **EV**olving the team, our skills and capabilities and providing career development opportunities for all
- **EV**olving a profitable business as a trusted partner that delivers on our promises

## Personal Qualities

The successful candidate will be energetic, confident and experienced in contractual law negotiations for previous service company(s) in the energy industry. The candidate will be organised, detailed and well-structured in planning and prioritising their time without supervision or direction.

That all said, we are looking for candidates with a personality, who can gel with the global EV team and have fun in this small team of broadly located managers. EV have local personnel in every region of the world, so our team must be open and welcoming to all races and religions and be respectful to all their colleagues' beliefs and cultures. The successful candidate must be open to flexible hours when necessary, but these occasions should be minimal when the candidate has their schedule and priority list established and operational.

## About the job

The EV Legal Counsel is the single resource for legal support within the company and as such the role comes with significant autonomy and responsibility. The Legal Counsel works directly with the CEO and is a key member of the 8-person global EV Senior Management team. The Legal Counsel's main responsibilities include reviewing and negotiating MSAs, customer contracts vendor contracts and personnel contracts. This includes ensuring appropriate terms and conditions are negotiated and incorporated into all agreements. The role interfaces with the EV Regional Management teams to provide day-to day legal advice and counsel in commercial and occasionally other areas of the law, including but not limited to, sanctions, intellectual property, commercial, business, employment and insurance, and managing commercial disputes. Additional support may include providing training to Company personnel on contract review, commercial management and reporting, and other assignments, as necessary.



THE DOWNHOLE VISUAL  
ANALYTICS COMPANY

## Location

EV is headquartered in Houston, TX, with other offices and operational locations in 36 countries across seven regional teams. The company was founded in the UK which is where all EV's technology development and engineering is located (Norwich, England).

EV's operational locations are situated in most of the global energy basins around the world including USA, Canada, Brazil, Argentina, UK, Netherlands, UAE, Saudi Arabia, Qatar, Oman, Malaysia, Indonesia, China, Australia etc.

This position will be eligible for hybrid work flexibility, with in-office presence at the Houston office preferable.

## Compensation & Benefits

EV provides a comprehensive suite of benefits including a competitive salary, medical, dental, vision, life, flexible paid time off, and paid maternal/parental leave. Additionally, EV offers a bonus incentive program and a 401(k) plan with an employer match contribution.

Weekly Hybrid Schedule: This position will work 3 days per week in the Houston office with the option to work two days remotely.

## Job Description

### Role Title and Reporting Details:

Reporting line:	CEO
Job Title:	Senior Contracts Manager or Legal Counsel (experience dependent)
Interface and team work with:	Global Operations Mgr, CFO, CTO, Region Mgrs, Snr Mgrs.
Location:	preferred Houston, TX

### Role and Responsibilities:

#### Commercial Contracts

- Analyse, draft, review and negotiate customer and vendor contracts, as well as confidentiality agreements, in each case adhering to EV's internal contracting policies.
- Advise management of contractual risks, rights and obligations. Regularly liaise closely with global managerial colleagues on active negotiations.
- Contracts handled will include master service agreements, equipment rental agreements, non-disclosure agreements, software as a service agreements, commercial leases, and a myriad of associated contract types. Strong focus on oil and gas services contracts.
- Review tender bid packets, prepare qualification tables, and negotiate suitable terms.
- Prepare amendments, extensions and addendums to existing contracts.

#### Regulatory Compliance

- Provide insight and overview of compliance in global jurisdictions including sanctions compliance investigations.
- EV is a multi-national company and experience with contracts based in, and the governing laws applicable to, overseas jurisdictions is desirable.
- Knowledge and understanding of current laws, regulations and rules related to the oil and gas industry. Preferable with international law awareness in key jurisdictions.

#### HR and Employment

- Drafting and negotiating employment agreements and associated employment matters, both domestic and international. Ability to understand and adhere to local employment laws.
- Drafting and negotiating consultant/agency agreements and sales representative agreements.

#### Disputes

- Experience in contractual disputes, including actioning debt recovery claims, is a plus. Drafting associated letters and ability to research or provide guidance on applicable jurisdiction processes.
- Comfortable liaising with external counsel on active disputes and keeping management apprised.

#### Essential Skills

- Professional skillset comfortable working and interfacing directly with the C-executive team at EV.
- This role requires a candidate who works under minimal supervision with a demonstrated ability to multitask, meet deadlines, learn quickly, show exceptional attention to detail and with strong follow-up skills,
- Ensure that EV's procedures are followed for the integrity of the contract management database.
- Taking a lead role within the senior management team representing all contractual and legal matters.
- Strong analytical skills. Comfortable and confident taking calls independently with customer legal departments regarding a variety of legal matters.



- Thorough understanding of oil and gas services contracts and intellectual property and trademark protection.
- Full compliance with, adherence to, assistance in evolving the EV policies and is a team-focused collaborator.
- Experience using and managing a contract management database system, employing principles and practices of contract preparation and administration, record-keeping techniques with demonstrated experience related to commercial operations.

### Minimum Requirements:

**Education:** Bachelors Degree, Juris Doctor (JD) preferable, (Texas Bar certified is not a minimum requirement and those with suitable international qualifications will be equally considered)

**Experience:** 5+ years of in-house legal/contracts management experience, ideally in the oil and gas services sector.

- Minimum of 5+ years of experience practicing contracts related negotiations for the energy services sector.
- Demonstrated experience in reviewing, negotiating and also drafting services company contracts and supply chain agreements such as Master Services and Supply Agreements,
- Strong understanding of contract law, corporate law, and compliance frameworks
- Excellent communication and negotiation skills, with a proven ability to collaborate effectively with cross-functional teams
- Ability to prioritize and manage multiple tasks independently in a fast-paced environment
- Strong problem-solving skills with a practical and pragmatic approach to legal issues
- Strong interpersonal skills and demonstrated teamwork skills.