



Infringement Adviser - (FTC until 31/12/2019)



PPL
PRS
United for Music

Jazz, Hip-hop, Punk, Opera, Country, Rock and Delta Blues. Different music genres but all with roughly the same objective – to move our emotions, they just get there in different ways. That’s how we think of people too, all unique, with slightly different ways to get the job done and we are very excited to see how your journey will evolve in our passionate and collaborative company!

Who is PPL PRS?

PPL PRS Ltd is a new company in Leicester’s city centre, a joint venture between PPL and *PRS for Music*, dedicating to providing the best music licensing experience in the world. At PPL PRS, we champion the music we all love to make sure its creators and performers are fairly rewarded for their work.

We will transform music licensing in the UK with the launch of TheMusicLicence, we are passionate and truly believe in protecting the value of music, so working at PPL PRS is about collaborating with others who share this passion to deliver a truly excellent service.

If your passion for music is anything like ours, then you’ll jump at the chance to help shape something vital to the future of the music industry. You might not get a standing ovation or get to headline Glastonbury, but your contribution will be equally as important, helping to support the members of PPL and *PRS for Music*, including some of the world’s biggest artists as well as the tens of thousands of writers and musicians who have turned their passion into a career.

What are we looking for?

We are looking for an experienced Infringement Adviser to join our Enforcement team on a fixed-term basis until the end of the year. The purpose of your role is to manage and maximise revenue through infringement enforcement by means of legal action.

To review and prepare infringement cases to ensure we have a sound case before instructing external solicitors to commence and pursue copyright infringement proceedings.

The role

- To investigate the case and conduct pre-legal checks on infringement referrals received from the field agents and collections team ensuring cases are suitable for infringement of copyright action
- To prepare infringement cases to refer to external debt solicitors.
- To select the relevant external solicitor for action in England & Wales, Scotland, Northern Ireland, Channel Islands and Isle of Man
- To instruct external solicitors to issue LBAs; obtain evidence through third party agents; issue High Court infringement claims; obtain injunctions and enforcement of costs orders and to pursue defended; Summary Judgment and Committal proceedings where necessary.
- To respond to requests for instructions, provision of copy documents and responses to queries to external solicitors in a timely manner
- To provide such other instructions and information to assist external solicitors with negotiation for settlement
- Maintain budgetary and commercial considerations through all aspects of the legal debt recovery process.
- To demonstrate a positive image of the company, through developing and maintaining effective professional relationships with external solicitors.
- To be aware of the challenges of proving copyright infringement and to keep up to date with tariff and policy change, to assist external solicitors throughout the legal process and answer all queries relating to tariffs, explaining charges and making amendments to charges as required during the infringement action.
- To work co-operatively and supportively with other teams.
- To use objection handling techniques to proactively resolve any customer queries or objections
- To respond to customer queries and ensure timely resolution of complaints, escalating where necessary
- To develop and maintain knowledge of core licensing processes and procedures
- To maintain accurate notes in the system
- To undertake other tasks as reasonably requested

Your experience

Essential:

- Educated to A level standard, degree level or equivalent
- Minimum of 1-2 years' experience in civil litigation
- Must be computer literate - using Microsoft Office, Word, Excel and Outlook
- Some knowledge of UK copyright law and contract law
- Some understanding of the music industry
- Able to work on own initiative and as part of a team
- A high level of numeracy and excellent communication skills both written and oral and outstanding attention to detail.
- Experience working with external solicitors
- Experience working with external solicitors

Person profile

- Communication and Influencing
- Planning and Organising
- Prioritising
- Attention to Detail
- Drive for Results
- Customer Service
- Quality and Accuracy
- Relationship Management
- Stakeholder Management
- Approachable
- Professional
- Conscientious
- Problem Solving and Analysis

The sort of person we are looking for

You'll find a collaborative spirit everywhere in our organisation. We are a genuine team, working together, looking out for each other and, most importantly of all, united for music.

So, if you're a determined individual who takes pleasure in providing quality customer service, solving problems and seeing projects through to completion, you're probably the kind of person we need... And if you enjoy working collaborative as part of a team, all the better!

Passionate about music too? Now you're really talking our language. And if you happen to think logically, get to the point fast and like to have a laugh along the way, come in, sit down and tell us why you think you'd fit right in.

Even more reasons to join us

At PPL PRS we are very proud of our generous benefits package that every band member (that's right, our employees are called band members) has the opportunity to receive. As well as offering a competitive salary, we also have some great additional perks to make life more fun and financially beneficial for you.

Working for us should be enjoyable and fulfilling and we want to maximise your potential; this is why we will invest in your personal and professional development to nurture your ambitions and reward performance.

- 25 days annual leave, plus statutory bank holidays
- A fantastic pension scheme with an employer contribution of up to 9%
- Working in newly refurbished offices in a fantastic location in the heart of Leicester's vibrant city centre
- Simplyhealth cash plan to look after your health and wellbeing
- Life assurance 4x your annual salary
- £120's worth of music vouchers every year to spend on **anything** music related
- Exciting employee events, from music industry special guests to in-house open mic nights
- Discounted gym membership
- Discounted rates on public transport
- Regular discount schemes with local retailers, bars and restaurants
- Eyecare vouchers to help look after the health of your eyes
- 24/7 employee assistance helpline
- Performance based company bonus scheme
- Group income protection benefit
- 'You Rock' Employee Recognition Scheme
- An environment that nurtures ambition & rewards performance
- A company that offers real life progression and development as well as training & education opportunities at every level

The Best Music Licensing Experience in the world



PASSIONATE

Champion Music

Love it, shout it,
share it, live it

Pro-active

Make it happen,
don't wait to be asked

Be bold

Dance like
no-one's watching
(express yourself)



COLLABORATE

Supportive

Encourage, bounce off
each other and break
through walls together

Always inclusive

Treat everyone like a VIP

Be generous

It's not about making a
mark, its about building
a community



PLAY FAIR

Committed

Stick to promises, see things
through to the end. It's more
than just a job

In-tune

Hold strong opinions
but don't be afraid
to change them

Integrity

Do the right thing



VALUE MUSIC

Commercial

Music is priceless, don't let
it be short-changed

Knowledgeable

Here to educate
not to lecture

Meaningful

Music makes business
better. Make a difference,
you're part of something
greater



STRAIGHTFORWARD

Transparent

Be honest

Direct

Get straight to the point
and tell it how it is

Approachable

Remember we're
humans, not robots

How to join PPL PRS and become a band member

Have we struck a chord? Would you like to join PPL PRS and become a band member? Then we would love to hear from you!

All you have to do is send your CV and a covering letter to recruitment@pplprs.co.uk and tell us what makes you stand from the crowd and why you think you'd fit right in.

PPL PRS Ltd, Mercury Place, St. George Street, Leicester, LE1 1QG
pplprs.co.uk

