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Position Description

Position: Senior Legal Counsel (Part Time 15hrs per week)

Department: Legal

Jeff Liebling – General Counsel Ideal Reports to:

Direct Reports: None

Position purpose:

The Senior Legal Counsel is a confident legal generalist, responsible for providing timely and accurate legal advice across a number of business functions, including employment, commercial, privacy and safety.

The Senior Legal Counsel will be a trusted advisor to the Enatel Senior Leadership Team and other stakeholders within the business. He/she will also work with the parent company (IDEAL Industries Inc) legal team on contract review, approval and delegations.

Key responsibilities:

- Working with sales staff on commercial contracts, tenders, NDAs and terms of trade.
- Ensuring legal risk is managed accurately and necessary legal protections are included in key contracts and documentation.
- Act as the company Privacy Officer and advise on compliance with global (GDPR) and local privacy laws.
- Deal with day-to-day questions about legal compliance ranging from employment law, safety, intellectual property, company and commercial law.
- Advise the business of key legal updates that impact business operations, risk or process.
- Recommend process improvements and assist in drafting company policies.
- Assist with drafting of complex employment clauses and some employment processes such as restructure, disciplinary and/or personal grievance.
- Provide up to date reports on legal activity and workflow management.
- Understand business context and develop trusted relationships with internal and external stakeholders to deliver optimal legal outcomes.

Other duties:

- Upholds the company values.
- Perform any other tasks as required by your Team Leader and/or the business.
- Contributes to the achievements of department goals and objectives.

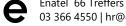
Health & Safety:

- Provide legal advice on H&S legislation, case law and/or legislative changes.
- Ensuring all Health & Safety policies and rules are followed, with all tasks completed in a safety conscious manner.
- Maintaining a safe and clean working environment by complying with Enatel Policy and Procedures.
- Leads by example in all matters relating to Health & Safety.

Environmental:

Enatel is committed to minimising the environmental impact of our operations and products.

- Ensuring Environmental policies and processes are followed.
- Enatel holds Certification to ISO 14001:2015 Environmental Management System. (EMS).
- Demonstrate leadership and commitment to the EMS.



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Key Relationships:

Internal	External	Committees/Groups
• Enatel Senior Leadership Team	IDEAL General Counsel	Canterbury Employers
		Chamber of Commerce
Sales Staff	Customers	As required
• Enatel Employees	Suppliers	

Person Specification:

Person Specification	Person Specification:			
	Essential	Desirable		
Competencies	 Functional/Technical Skills - has the functional and technical knowledge and skills to do the job at a high level of accomplishment. Action orientated - enjoys working hard and is full of energy for the things he/she sees as challenging. Process Management - good at figuring out the processes necessary to get things done. Can simplify complex processes. Learning Agility - the ability to learn quickly in a new environment. Problem Solving - looks for opportunities to resolve issues and solve problems. Learns quickly when facing new problems. Integrity and Trust - is seen as a direct, truthful individual; is widely trusted. Ethics & Values - Has an appropriate and effective set of core values and beliefs, and acts in line with those values at all times. 			
Skills, Experience & Knowledge	 Safety-First approach. Experience in a number of different legal areas, in-house experience will be an advantage. Demonstrates extremely high levels of commercial and legal acumen. Sound understanding of risk management principles and governance. Excellent interpersonal skills and the ability to build positive relationships with both internal and external stakeholders. Demonstrated ability to make considered decisions and the skill to influence and negotiate with others to achieve outcomes. Enjoys working in an innovative environment. Excellent time manager who can deliver to business timing requirements and prioritise tasks effectively. 	es at an times.		
Qualification / Licenses	Relevant Tertiary qualification.	• 5-7 years + legal experience. Private practice or in-house.		