

Position Description

Position: Senior Legal Counsel (Part Time 15hrs per week)
Department: Legal
Reports to: Jeff Liebling – General Counsel Ideal
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.



Key Relationships:

Internal	External	Committees/Groups
<ul style="list-style-type: none"> • Enatel Senior Leadership Team 	<ul style="list-style-type: none"> • IDEAL General Counsel 	<ul style="list-style-type: none"> • Canterbury Employers Chamber of Commerce
<ul style="list-style-type: none"> • Sales Staff 	<ul style="list-style-type: none"> • Customers 	<ul style="list-style-type: none"> • As required
<ul style="list-style-type: none"> • Enatel Employees 	<ul style="list-style-type: none"> • Suppliers 	

Person Specification:

	Essential	Desirable
Competencies	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> •
Qualification / Licenses	<ul style="list-style-type: none"> • Relevant Tertiary qualification. • 	<ul style="list-style-type: none"> • 5-7 years + legal experience. Private practice or in-house.