

Position Description

Title	Manager, Legal Department	Level:
Department:	Executive	Status:
Section:	Legal	Date:

MAJOR RESPONSIBILITIES

Manage the Legal Department of the corporation in a manner which ensures that correct legal advice is provided to any corporate level or function requesting advice; that legal advice is given in a timely and cost efficient manner; that the corporation is always properly and adequately protected from legal risk and/or liability; provide and supervise legal reviews and document deviation approvals; lead/support contract negotiations; manage litigation and supervise outside legal services, including costs; assist in negotiating settlements to disputes; manage and oversee the risk management function; review promotional material; provide legal training; administer policies and procedures, including the personnel and costs of the department.

KEY ACCOUNTABILITIES

- Development and negotiation of contracts and legal documentation to support business objectives.
- Management of dispute and litigation strategy and execution.
- Support company management in understanding, advancing and protecting the organization in matters of law.
- Manages the Risk Management function for the Division.

REPRESENTATIVE RESPONSIBILITIES

- **Manage the provision of correct legal advice.** Test the position taken by staff lawyers on certain legal issues; challenge their opinions; act as a sounding board for ideas and concepts; attend continuing legal education seminars; read legal periodicals and up-date services; perform independent legal research and analysis, including the evaluation of expert opinions.
- **Manage timeliness of advice.** Through regular communication with each staff member (including support staff) and by use of staff meetings, determine workloads, projects which require more attention, and ensure best advice is provided by the deadline proposed.
- **Manage efficiency and cost effectiveness of advice.** Coaching and lending support to staff lawyers; obtaining feedback from clients within the corporation; performing legal services in-house as much as possible and utilizing outside counsel only in specialized areas of law.
- **Provide and supervise legal review.** Review proposals, bid terms and conditions, bonds and letters of credit, memoranda of agreement, consortium agreements, sales representation agreements, license agreements, vendor purchase orders; draft documents of the type named above; provide opinions on contract interpretation, legislation; keep management informed of new legal issues.
- **Document deviation approvals.** Document approvals required for deviations from corporate guidelines along with specific clarifications, exceptions and company standard terms and conditions.
- **Lead/support contract negotiations.** Lead or support, as required, contract negotiations with customers, partners and vendors, using discretion in revising contract clauses within overall corporate guideline requirements.

- **Manage litigation and supervise outside legal services and other costs.** Monitor the provision of outside legal services (i.e. in litigation, local counsel legal opinions during contract negotiations or during contract execution) either directly for files under the Legal Manager's control, or indirectly through the other staff lawyers. Review of all outside counsel invoices for legal services.
- **Assist in settlement of disputes.** Provide assistance in resolving disputes and recommend settlement positions. Negotiate settlements and negotiate and draft settlement agreements.
- **Manage the risk management function.** Oversee the activities of the Manager, Risk Management; ensure insurance and risk issues are addressed; ensure insurance coverages are maintained and updated as required; ensure corporate requirements are fulfilled; ensure training on current relevant insurance and risk management issues is provided to company employees.
- **Review promotional material.** Review advertising material, letters, news releases, promotional literature, and technical papers for compliance with contracts, unintended commitments and objectionable material.
- **Provide training.** Provide ongoing training seminars for affected employees on current, relevant legal and commercial issues.
- **Administer policies and procedures, including department personnel and costs.** Review and prepare budgets; review and implement administrative policies and procedures; attend to educational needs of staff, performance and salary reviews; assist staff as required; provide feedback and direction; attend to hiring of staff; provide staff with the necessary tools (capital equipment); approve invoices.
- Acts as a member of the company Pension Committee
- Supports the local Compliance Coordinator for the Division.

EDUCATION

University degree in Law (LLB or equivalent) plus Bar Admission.

EXPERIENCE

10 or more years of legal experience. Excellent analytical skills, business sense and interpersonal skills.

MANAGEMENT RESPONSIBILITIES

Positions Reporting Directly: Senior Legal Counsel
 Associate Legal Counsel
 Risk Manager

Salary Personnel: 4