



WILLIAM GRANT & SONS

## ROLE PROFILE

<b>Job Title</b>	Counsel – Construction & Engineering
<b>Business Unit / Group Function</b>	Central Services
<b>BU Team / Sub-Function</b>	Legal
<b>Location</b>	SBP
<b>Team Leader</b>	Sabrina Jenquin
<b>Team Members</b>	
<b>Job Level</b>	4A
<b>Role Purpose</b>  Deliver commercial, actionable and timely legal advice and guidance to the global engineering teams forming part of the Company's OBU Business Unit, to ensure that the Company maximizes business opportunities, competitively manages projects and manages risk in this area appropriately. Assist the Head of Legal, OBU, SBU, Central Services & Legal Ops ("Head of Legal OBU") in the delivery of the Legal Compliance agenda across these teams.	
<b>Accountabilities</b> <ul style="list-style-type: none"><li>• Manage the day-to-day provision of legal services to the Engineering teams, both in respect of non-contentious matters and also any potentially contentious construction and engineering matters. Partner with Counsel OBU, Property, Engineering and Central Services in matters involving both a property/land element and construction and engineering element to ensure that the legal aspects and risks are comprehensively covered across both areas. Work closely with the Head of Legal OBU to ensure that WG&amp;S maximises opportunity and minimises legal risk in its operations and business relationships in the engineering and construction sector. Offer proactive legal advice on possible legal issues. Draft and advise on the contracts that are required for these business areas to operate successfully and to protect the Company's interests and utilise opportunities. Advise on strategic projects as they arise.</li><li>• Partner with the Distillery Site Leaders and Engineering Projects Directors, ensuring that they are kept abreast of the construction and engineering legal issues within their areas of responsibility and be their first port of call for legal input in respect of construction and engineering matters. Liaise with the Head of Legal OBU to raise any critical legal issues to the OBU Board.</li><li>• Support the legal compliance agenda in the engineering teams ensuring that all are aware of their obligations in that regard and that relevant training is carried out. Monitor compliance and ensure that any gaps or failures in compliance are addressed without delay to ensure that the organisation is protected. Assist the Head of Legal OBU with the Anti Bribery &amp; Corruption compliance agenda globally.</li><li>• Assist the Head of Legal OBU in the maintenance of the suite of contracts that can be used by the engineering teams in their third-party relationships and provide regular training on these contracts and contractual negotiations to all relevant people within that business unit. Maintain a record of all relevant contracts on the central contracts database and develop any new contract templates required as and when this requirement arises.</li><li>• Manage external legal providers as appropriate to ensure that they are delivering the services that are needed. Assist the Head of Legal OBU to manage the legal budget for these teams to ensure that WG&amp;S receives value for money in the purchasing of such services.</li></ul>	



## WILLIAM GRANT & SONS

- Keep up to date with developments in legislation and implementing changes to the strategy & policies in response to changes to the risk profile of WG&S.
- Contribute to the maintenance and development of the Legal and Corporate Affairs Team's knowledge and know how.
- Be a full participating member of the Legal and Corporate AffairsTteam providing legal advice and support to other areas of the business as may be required from time to time.

<b>Created by:</b>	Sabrina Jenquin
<b>Creation Date:</b>	20 December 2023
<b>HRBP:</b>	Michelle Smillie
<b>Date of last revision:</b>	20 December 2023