

## HEAD OF LEGAL OBU, SBU, CENTRAL SERVICES & LEGAL OPS

<b>Job Title</b>	<b>Head Of Legal OBU, SBU, Central Services &amp; Legal Ops</b>
<b>Business Unit / Group Function</b>	Central Services
<b>BU Team / Sub-Function</b>	Legal
<b>Location</b>	SBP
<b>Leader</b>	Group General Counsel
<b>People Leadership</b>	Yes
<b>Job Level</b>	3A
<b>Role Purpose</b> Manage and lead the delivery of commercial, actionable and timely legal advice and guidance to the OBU, SBU and Central Functions (including GTS) of the Company and be a member of the OBU leadership team, to ensure that the Company maximizes business opportunities, controls its assets and manages risk in these areas appropriately. To lead the Legal Compliance agenda in these areas and ensure that all legal risk is appropriately managed.	
<b>Accountabilities</b> <ul style="list-style-type: none"> <li>• Lead the provision of legal services to the OBU, SBU and Central Functions ensuring that the organisation maximises opportunity and minimises legal risk in its operations and business relationships. Apply up to date risk management techniques and offer proactive legal advice on possible legal issues. Draft and advise on the contracts that are required for these business units to operate successfully and to protect the Company's assets and interests and exploit opportunities. Lead on any litigation affecting the OBU or SBU or arising from Central Services.</li> <li>• Recruit, manage, develop and motivate the OBU/SBU/CS legal team to deliver legal services to those business units that are best in class and can cover the breadth of issues that arise within them, including negotiation and drafting of contracts, advice on regulatory issues, property matters, asset management and health &amp; safety.</li> <li>• Partner with the Group Operations Director and the Group Stocks Director ensuring that they are kept abreast of any issues within their business units and to be their first port of call for legal input. Ensure that all relevant legal issues are raised with the OBU and SBU boards and that they are considered and discussed at the appropriate forum and that the boards are aware of any material issues affecting the business units. Deliver relevant legal training to the OBU and SBU boards and any other leadership teams within in those business units to ensure that they are aware of the legal environment in which they operate.</li> <li>• Be a board member of the OBU and fulfil the responsibilities of a director in accordance with all relevant legislation and codes of practice that are applicable.</li> <li>• Develop a suite of contracts that can be used by the OBU and SBU functions in their third party relationships and provide training thereon to all relevant people within those business units. Assist the Procurement Director on capability building for the procurement function to ensure that they are able to fulfil their role in relation to the management of contracts and supplier relationships across both direct and indirect goods and services. Maintain a record of all relevant contracts on the central contracts database.</li> <li>• Partner with the GTS director to ensure that all IT procurement is managed appropriately, that all relevant contracts are documented and managed properly and that all legal compliance matters are appropriately incorporated into the ways of working in the GTS function</li> <li>• Lead the legal compliance agenda in these business units ensuring that all are aware of their obligations in that regard and that relevant training is carried out. Monitor compliance in and ensure that any gaps or failures in compliance are addressed without delay to ensure that the organisation is protected.</li> <li>• Manage the legal budget for the OBU and SBU to ensure that WG&amp;S receives value for money in the purchasing of such services ensuring that the right firm or lawyer is used for a particular matter balancing cost with expertise. Manage external legal providers to ensure that they are delivering the services that are needed by the organisation and that they are committed to delivering value add services for the development of the legal function.</li> </ul>	

- Be the first port of call for legal services for other Central Services.
- For the legal team lead the work on development of the legal operations within WG&S reviewing legal systems, finance, reporting, know how etc with a view to improving efficiency, record keeping, capability and transparency.
- Assist the Group General Counsel in leading and developing the legal function to ensure that it is developed in the right way and that training is provided to ensure that the function is up to date with substantive legal issues and in terms of overall performance in an in house environment.

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