



WILLIAM GRANT & SONS

## ROLE PROFILE

<b>Role Title</b>	<b>Counsel - SBU, Procurement and GTS</b>
<b>Internal Reference</b>	CEN-0304
<b>Business Unit / Group Function</b>	Central Services
<b>BU Team / Sub-Function</b>	Legal
<b>Location</b>	SBP
<b>Team Leader Role</b>	Head of Legal, OBU, SBU, Central Services & Legal Ops
<b>Role Level</b>	3B
<b>Team Members</b>	No
<b>Role Purpose</b>  Deliver commercial, actionable and timely legal advice and guidance to the Company's SBU, Procurement and GTS business units, to ensure that the Company maximizes business opportunities, controls its assets and manages risk in these areas appropriately. Assist the Head of Legal, OBU, SBU, Central Services & Legal Ops in the delivery of the Legal Compliance agenda across these business units.	
<b>Accountabilities</b> <ul style="list-style-type: none"><li>• Manage the day to day provision of legal services to the SBU, Procurement and GTS teams. 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. 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.</li><li>• With regard to GTS particularly advise on procurement, Information security, Data Privacy and all related GTS policies. With regard to the Procurement function assist on capability building and establishing templates agreements and ways of working to ensure that the right balance is established in relation to when legal are involved in procurement matters.</li><li>• Partner with the Director SBU and be a member of the SBU leadership team ensuring that they are kept abreast of any legal issues within their areas of responsibility and to be their first port of call for legal input. Liaise with the Head of Legal OBU to raise any critical legal issues to the relevant Board.</li><li>• Support the legal compliance agenda in these 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 development of suite of contracts that can be used by these teams in their third party relationships and provide training on this to all relevant people within those business units. Maintain a record of all relevant contracts on the central contracts database.</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><li>• Keep up to date with developments in legislation and implementing changes to the strategy &amp; policies in response to changes to the risk profile of WG&amp;S.</li></ul>	



WILLIAM GRANT & SONS

- Contribute to the maintenance and development of the Legal Team's knowledge and know how.
- Otherwise be a full participating member of the legal and corporate affairs team providing legal advice and support to other areas of the business as may be required from time to time.

<b>Created by:</b>	Catriona Macritchie
<b>Creation Date:</b>	09/09/2022
<b>HRBP:</b>	Kirsty Morris
<b>Date of last revision:</b>	09/09/2022