



WILLIAM GRANT & SONS

ROLE PROFILE

Job Title	Commercial Counsel, US ODC
Business Unit / Group Function	ODC BU
BU Team / Sub-Function	US Legal
Location	New York, NY
Team Leader	Senior Commercial Counsel, US & Canada
Team Members	Yes
Job Level	4A
Role Purpose	
Deliver commercial, actionable and timely legal advice and guidance to the US ODC to ensure the Company maximizes business opportunities and manages business risk within the US ODC. To assist the Senior Commercial Counsel, US & Canada ODCs to deliver the Legal Compliance agenda in the US & Canada ODCs and to ensure that all legal risk is appropriately managed.	
• As directed by the Senior Commercial Counsel, US & Canada ODC, provide day to day provision of legal services to the US ODC, ensuring that WG&S maximises opportunity and minimises legal risk in its operations and business relationships. Apply agreed risk management techniques and offer proactive legal advice on possible legal issues. Draft and advise on the contracts that are required for the US ODC to operate their businesses successfully and to protect their interests and exploit opportunities. • Partner with US brand directors, Commercial state leads, HR & Finance leaders (Key Stakeholders) in ensuring that they are kept abreast of any legal issues within their areas of responsibility and be their first port of call for legal input. Keep the Key Stakeholders up to date with any critical legal issues arising in the US and respond on a timely and efficient basis to Key Stakeholders with legal support. • Support the legal compliance agenda in the US ODC ensuring that employees are aware of their obligations in this regard and that relevant training is carried out. Monitor compliance in the US ODC and ensure that any gaps or failures in compliance are addressed without delay to ensure that WG&S is protected and keep the WG&S Compliance Counsel and Senior Commercial Counsel, US & Canada ODCs abreast of all legal compliance matters • Assist the Senior Commercial Counsel US & Canada ODC in the development of any precedents, training materials, guides or processes for use in the US business. • Keep up to date with developments in legislation and changes to WG&S policies and strategies as they affect the US ODC. • Instruct and manage external counsel in delivering legal services needed to support the business in line with WG&S policies and procedures. Assist the Senior Commercial Counsel US & Canada ODCs in ensuring that WG&S receives value for money in the purchasing of legal services. • Contribute to the maintenance and development of the Legal Team's knowledge and know how from the perspective of the US & Canada ODC.	