



WILLIAM GRANT & SONS

## ROLE PROFILE

<b>Job Title</b>	<b>Senior Commercial Counsel, US &amp; Canada</b>
<b>Business Unit / Group Function</b>	ODC BU
<b>BU Team / Sub-Function</b>	US Legal
<b>Location</b>	New York, NY
<b>Team Leader</b>	Global Legal Director, ODC
<b>Team Members</b>	Yes
<b>Job Level</b>	3B
<b>Role Purpose</b>  Support the Global Legal Director, ODC to lead the delivery of commercial, actionable and timely legal advice and guidance to the US and Canada ODCs. Take responsibility for the US legal team in providing legal support that ensures the Company maximizes business opportunities and manages business risk within the US & Canada ODCs. To lead the Legal Compliance agenda in the US & Canada ODCs and to ensure that all legal risk is appropriately managed.	
<b>Accountabilities</b> <ul style="list-style-type: none"><li>• Manage and lead the provision of legal services to the US &amp; Canada ODCs, ensuring that WG&amp;S maximizes 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 and Canada ODCs to operate their businesses successfully and to protect their interests and exploit opportunities. Lead on any litigation or M&amp;A affecting the US &amp; Canada ODCs.</li><li>• Recruit, manage, develop and motivate the US legal team to deliver legal services to the US business that are best in class and can cover the breadth of issues that arise within those entities. Ensure that the ODCBU legal team is recruited with the right capability and experience to deliver the legal services required.</li><li>• Support the Legal Director, ODC, the President and Managing Director US and the WG&amp;S Canada Country Manager (Key Stakeholders) in ensuring that they are kept abreast of any issues within the ODC business units and be their first port of call for legal input. Keep the Key Stakeholders up to date with any critical issues arising from the US &amp; Canada ODCs to manage their respective ODC's and to respond on a timely and efficient basis to the specific ODCs with legal support.</li><li>• Support the Global Legal Director, ODC in the development of legal processes and procedures that enhance and improve the delivery of legal services and management of legal risk across the ODCs.</li><li>• Support the legal compliance agenda in the US &amp; Canada ODCs ensuring that employees are aware of their obligations in this regard and that relevant training is carried out. Monitor compliance within the US and Canada ODCs and ensure that any gaps or failures in compliance are addressed without delay to ensure that WG&amp;S is protected and keep the WG&amp;S Compliance Counsel abreast of all legal compliance matters</li><li>• Lead the development of any precedents, training materials, guides or processes that are specific to the US and Canada ODCs and ensure that they are fit for purpose across all relevant US States and Canadian Provinces as applicable. Ensure all relevant contracts are based on WG&amp;S templates and are recorded centrally on any contracts database that may exist.</li></ul>	



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- Keep up to date with developments in legislation and changes to WG&S policies and strategies as they affect the Canada and US ODCs.
- Serve as a key member of the US Leadership Team supporting the US President & Managing Director and each of the US Functional Leaders.
- Control and manage the legal budget for the US ODC to ensure that WG&S receives value for money in the purchasing of legal services and manage the US panel of legal providers, ensuring that the right firm or lawyer is used for any particular matter balancing cost with expertise and value adding service.
- Assist the Corporate Affairs Director in leading, developing and furthering the Corporate Affairs agenda within the US & Canadian ODCs and represent WG&S where appropriate on relevant Trade Bodies.
- Assist the Group General Counsel and Legal Director, ODC in leading and developing the legal function in the right way ensuring that training is provided to enable the function to develop and to maintain its knowledge up to date with substantive legal issues and in terms of overall performance in an in house environment.