## Role Profile

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| **Job Title** | **Commercial Counsel EMEA**  |
| **Business Unit / Group Function** | Central Services |
| **BU Team / Sub-Function** | Legal |
| **Location** | SBP/Richmond/Hook |
| **Leader** | Lead Counsel BBU, EMEA and QSI |
| **People Leadership** | No |
| **Job Level** | 4B |
| **Role Purpose** Support the Lead Counsel BBU, EMEA and QSI in the delivery of commercial, actionable and timely legal advice and guidance to the Company across Eastern Europe, Southern Europe, Northern Europe and the Nordics, WG&S UK and GTR EMEA, to ensure that the Company maximizes business opportunities and manages risk in these areas appropriately. Assist the Lead Counsel BBU, EMEA and QSI in the delivery of the Legal Compliance agenda across the EMEA region.  |
| * Provide legal support to WG&S UK, GTR EMEA and the Southern Europe, Eastern Europe, Nordics and Northern Europe regions. Work closely with the Lead Counsel BBU, EMEA and QSI to ensure that the organisation maximises opportunity and minimises legal risk in its operations and business relationships. Draft and advise on the contracts that are required for these business areas to operate successfully and to protect the Business’ interests and exploit opportunities.
* Support the Lead Counsel BBU, EMEA and QSI to partner with the Regional Directors across Southern Europe; Eastern Europe; Northern Europe and the Nordics and the commercial teams of WG&S UK 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. Escalate any critical or material legal issues to the Lead Counsel BBU, EMEA and QSI.
* Contribute to the legal compliance agenda in the EMEA region by supporting the Lead Counsel BBU, EMEA and QSI in the development of training materials and the delivery of training across the region.
* Support local teams and the Compliance and Controls Manager, BBU on necessary regulatory documentation for WG&S Polska and WG&S (East) LLC.
* Assist the Lead Counsel BBU, EMEA and QSI to manage external legal providers in Southern Europe, Eastern Europe, Nordics and Northern Europe regions to ensure that they are delivering the services that are needed by the organisation.
* Keep up to date with developments in legislation and changes to the strategy & policies within WG&S.
* Assist the Lead Counsel BBU, EMEA and QSI in the development of template agreements to be used by the commercial business units in their third party relationships and the development of a database of documents ensuring the proper maintenance of records for the commercial operations. Contribute to the maintenance and development of the Legal Team’s knowledge and know how.
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| Created by: | Sabrina Jenquin |
| Creation Date: | October 2021 |
| HRBP: | Kirsty Morris/Ashley Bashford |
| Date of last revision: | October 2021 |

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| **Core Competencies:**

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| **Planning and Organising*** Sets clearly defined objectives
* Plans activities and projects well in advance and takes account of possible changing circumstances
* Identifies and organises resources needed to accomplish tasks
* Manages time effectively
* Monitors performance against deadlines and milestones
 | **Presenting and Communicating Information*** Speaks clearly and fluently
* Expresses opinions, information and key points of an argument clearly
* Makes presentations and undertakes public speaking with skill and confidence
* Responds quickly to the needs of an audience and to their reactions and feedback
* Projects credibility
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| **Writing & Reporting*** Writes clearly, succinctly and correctly
* Writes convincingly in an engaging and expressive manner Avoids the unnecessary use of jargon or complicated language
* Writes in a well-structured and logical way
* Structures information to meet the needs and understanding of the intended audience
 | **Analysing*** Analyses numerical data, verbal data and all other sources of information
* Breaks information into component parts, patterns and relationships
* Probes for further information or greater understanding of a problem
* Makes rational judgements from the available information and analysis
* Produces workable solutions to a range of problems
* Demonstrates an understanding of how one issue may be a part of a much larger system.
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| **Delivering Results and Meeting Customer Expectations*** Focuses on customer needs and satisfaction
* Sets high standards for quality and quantity
* Monitors and maintains quality and productivity
* Works in a systematic, methodical and orderly way
* Consistently achieves project goals
 | **Deciding and Initiating Action*** Makes prompt, clear decisions which may involve tough choices or considered risks
* Takes responsibility for actions, projects and people
* Takes initiative, acts with confidence and works,
* Initiates and generates activity
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**Skills and Qualifications:*** Law degree and right to practice in the United Kingdom.
* At least one year post-qualification experience in drafting, reviewing and negotiating a wide range of commercial and corporate agreements.
* Experience or interest in alcohol/beverage sector or advising other brand-led businesses would be advantageous.
* Engaging interpersonal skills that enable working with a wide variety of areas, cultures and levels of responsibility.
* Energetic and self-motivated.
* Draws on strong legal knowledge and expertise to carry out role efficiently.
* Demonstrates a high level of business acumen.
* Displays high levels of integrity and resilience.
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