## Role Profile

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| **Job Title** | **Commercial Counsel, OBU, Projects and Central Services**  |
| **Business Unit / Group Function** | Central Services |
| **BU Team / Sub-Function** | Legal |
| **Location** | SBP |
| **Leader** | Lead Counsel, OBU, SBU and Central Services |
| **People Leadership** | No  |
| **Job Level** | 4A |
| **Role Purpose** Deliver commercial, actionable and timely legal advice and guidance to the Company’s OBU and Central Services (excluding GTS) business units, to ensure that the Company maximizes business opportunities, controls its assets and manages risk in these areas appropriately. Assist the Lead Counsel, OBU, SBU and Central Services in the delivery of the Legal Compliance agenda across these business units.  |
| * Manage the day to day provision of legal services to the Engineering, Distillery, Supply Chain and Central Services (excluding GTS) teams, particularly in relation to property matters and construction projects. Work closely with the Lead Counsel to ensure that WG&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.
* Partner with the Distillery Site Leaders, Engineering Projects Directors and Supply Chain Director,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 Lead Counsel to raise any critical legal issues to the relevant Board.
* 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 Lead Counsel with the Anti Bribery & Corruption compliance agenda globally.
* Assist the Lead Counsel 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.
* Manage external legal providers as appropriate to ensure that they are delivering the services that are needed . Assist the Lead Counsel to manage the legal budget for these teams to ensure that WG&S receives value for money in the purchasing of such services.
* Keep up to date with developments in legislation and implementing changes to the strategy & policies in response to changes to the risk profile of WG&S.
* Contribute to the maintenance and development of the Legal Team’s knowledge and know how.
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| Created by: | Christie McCluskey |
| 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.
* Post-qualification experience (3 years PQE) in drafting, reviewing and negotiating a wide range of commercial and corporate agreements.
* Experience in property or construction law.
* Experience in developing and rolling-out engaging and effective legal training to non-lawyers.
* Experience 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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