## Role Profile

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| **Job Title** | Legal Administrator  |
| **Business Unit / Group Function** | Central Services |
| **BU Team / Sub-Function** | Legal  |
| **Location** | SBP |
| **Leader** | Senior Counsel, OBU, SBU and Central Services |
| **People Leadership** | No  |
| **Job Level** | 5 |
| **Role Purpose** To provide company secretarial services and professional administrative support to the Senior Commercial Counsel in support of work to deliver the Company’s legal compliance agenda. |
| **Accountabilities*** Support the Senior Commercial Counsel and wider Legal Team in all areas of compliance work, but with particular focus on the anti-bribery and corruption (**ABC**), know your customer (**KYC**), data protection and competition compliance programmes.
* Carry out due diligence screening checks on new customers and suppliers in accordance with our ABC and KYC processes.
* Company secretarial tasks, including filing annual statements and directorships with Companies House and managing the Company’s Executive Claims Register.
* Provide support to ensure compliance with the General Data Protection Regulation, including maintaining registrations with the Information Commissioner’s Office and supporting with responses to data subject access requests.
* Deliver the required administrative tasks in support of the Group’s compliance programmes, including setting agendas and taking minutes at meetings, supporting global compliance communications, managing intranet and SharePoint pages and supporting the Legal Team with training.
* Take responsibility for maintaining compliance databases which are a key aspect of Group-wide compliance initiatives and tracking completion of mandatory e-learning and face to face training.
* Support the Senior Commercial Counsel in dealing with queries arising in relation to those databases and any other relevant compliance initiatives (e.g. third party due diligence as part of the William Grant & Sons ABC Policy).
* Knowledge management in relation to the Legal Team’s SharePoint site, email management and management of third party suppliers and subscriptions.
* Supporting with the Company’s modern slavery reporting requirements.
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| Created by: | Christie McCluskey |
| Creation Date: | September 2021 |
| HRBP: | Kirsty Morris |
| Date of last revision: | October 2021 |

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| **Working with People*** Demonstrates an interest in and understanding of others
* Adapts to the team and builds team spirit
* Recognises and rewards the contribution of others
* Listens, consults others and communicates proactively
* Supports and cares for others
* Develops and openly communicates self-insight, such as an awareness of own strengths and weaknesses
 | **Following Instructions and Procedures*** Appropriately follows instructions from others without unnecessarily challenging authority
* Follows procedures and policies
* Keeps to schedules
* Arrives punctually for work and meetings
* Demonstrates commitment to the organisation
* Complies with legal obligations and safety requirements of the role
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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
* Manages time effectively
* Identifies and organises resources needed to accomplish tasks
* Monitors performance against deadlines and milestones
 | **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
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**Skills and Experience:**

* Experience in working on the administration of complex legal compliance programmes (e.g. in relation to data protection or ABC).
* Experience of compliance processes (e.g. KYC or other due diligence processes).
* Advanced computer literacy (Excel, Word and PowerPoint) and database management skills (including SharePoint).
* Experience in providing the administrative support required to embed successfully a compliance programme in an international business.
* High levels of organisation, integrity and resilience.
* Ability to engage with key stakeholders to ensure the successful implementation of new, compliance-based changes and improvements.

Desirable:

* Paralegal, legal secretary, legal assistant, company secretary or similar experience.
* Knowledge of and experience in dealing with data protection issues.
* Experience of third party due diligence requirements under the UK Bribery Act 2010.
* Understanding of KYC processes.