

This General Counsel job description template includes key General Counsel duties and responsibilities. You can post this template on job boards to attract prospect applicants.

Job Brief:

We are looking for an excellent General Counsel to add value to and be the “backbone” of our business. You will ensure that company operates within the law at all times, offer counsel on legal issues, create an effective guardian of the organisation and facilitate business strategies development. The successful candidate will be able to ensure legal compliance and limit risk exposure.

Responsibilities:

- Provide expert and strategic legal advice to management
- Set internal governance policies and manage the impact of external factors
- Evaluate and weigh multiple inputs and impacts of any decision or course of action
- Anticipate issues and estimate risks strategically
- Identify proactive solutions that will eliminate or mitigate risks
- Base your decision making process on ethics and integrity
- Create associations of trust and respect with key stakeholders
- Deal with external parties (regulators, external counsel, politicians, clients)
- Attract, develop, direct, motivate and drive performance from team
- Draft agreements that minimize risks and maximize legal rights
- Meet legal objectives
- Deal with complex, significant matters that cut across legal and related areas
- Keep abreast of legislative changes

Requirements:

- Proven general counseling experience in business environment
- Overall broad legal knowledge (corporate law, litigations, labor law, etc)
- In-depth understanding of how legal issues affect organisations
- Ability to develop legal strategy and objectives
- Well-versed in how business operate with financial acumen
- High degree of professional ethics, integrity and gravitas
- Excellent judgement and analytical skills
- First class interpersonal and communication skills
- Ability to anticipate legal issues or risks and to “see around the corner”
- BSc degree in Law or J.D. degree
- MA or BSc in Business Administration will be considered an asset