

Position Description

Position:	Chief Counsel, Seequent
Base location:	Christchurch
Reports to:	Bentley Deputy General Counsel

The big picture

As Chief Counsel you will be responsible for coordinating and managing contractual relationships with our corporate accounts, partners, and distributors, ensuring best practice, risk management and that the company's goals, ethos, and revenue targets are well supported. You will also be responsible for coordinating and managing contractual relationships with vendors providing services to the Seequent business. However, it doesn't stop there; this role is also responsible for supporting and working alongside Bentley legal colleagues in relation to corporate risk management, insurance programs, real estate, trademark, regulatory compliance, service agreements, HR and corporate transactions while acting as point of contact for Bentley legal colleagues and other stakeholders in matters relating to Seequent. It is vital you are across all areas of the Seequent business unit.

While reporting into the group Deputy General Counsel, this position is also part of the Seequent Executive team and is therefore integrated into all aspects of business strategy, planning and operations. You are expected to contribute as an equal member of that Executive team. The Seequent Executive and senior leadership team will look to you to provide commercial and contractual information, advice, and direction. Information that will not only keep the business on the straight and narrow but will provide the base for continuing rapid expansion.

In this role it is imperative that you have a strong business acumen, legal knowledge, and initiative in a global context. You must be able to operate at all levels and build strong relationships and lines of communication with all internal teams within the business.

Leading a team of legal professionals dedicated to the Seequent business, you will be an effective manager and leader, ensuring priorities and deliverable are maintained and meeting the needs of the business.

How you contribute to the big picture

Our expectations of you

Contracts

- Supply contracts with Seequent's corporate customers.
 - Distribution agreements with Seequent's international networks of distributors.
 - Point of contact and escalation for customers and distributors on contractual matters.
 - Service level agreements compliance and non-disclosure statements.
 - Software licensing agreements and terms of trade.
 - Purchase contracts with Seequent's vendors.
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- Develop, implement, and maintain procedures compliant with Bentley corporate requirements for contract management and administration, including a Seequent contracts register.
 - Post implementation of contract reviews.

What Success looks like:

- Having clear, concise, and robust agreements that minimise risk to Seequent whilst providing a win-win outcome for both parties.
 - Ensuring updated contracts are communicated to all relevant parties to provide contract visibility and awareness.
 - Ensure Seequent's contracts with accounts are fit for purpose for Seequent's needs
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Internal cross functional relationships

- Seequent sales teams – predominately regions are key internal partners, including EVPs, Regional Directors and Account Managers
- Supporting product management to ensure products and services are offered with appropriate terms and conditions.
- Working closely with our Finance team to ensure adherence to broader corporate finance and risk requirements such as revenue recognition, pricing and discounting policies, and SOX and export controls.
- Supporting our Marketing team to ensure our marketing collateral is an accurate and fair representation and isn't breaching any legal requirements or making any false claims.
- Participating in strategic and operational initiatives relating to new products, markets and territorial expansion.
- As needed, provide guidance and advice to the Seequent Executive and senior leadership team on all commercial/contractual matters, including key risks from a legal perspective.
- Working together with other members of the global legal team, act as Seequent legal point of contact for other Bentley departments on matters related to Seequent.

What Success looks like:

- Having an open line of communication with Bentley group corporate teams (Legal, Finance, Tax etc) and Seequent Executives, senior managers, product management, marketing, sales and finance so that this role can effectively support the various teams.
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Commercial

- As required, manage outside lawyers and consultants providing services in connection with trademarks and intellectual property
- Drafting and reviewing agreements/commercial documents.
- Monitor Seequent transaction compliance and handle any on-going issues in collaboration with the global Bentley legal team.
- Assist the Seequent Executive team in enterprise, partnership, and alliance arrangements.
- Support acquisition activity, including by performing legal due diligence reviews of potential targets and supporting the group Legal team when required in connection with transaction documentation.

What Success looks like:



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- Having the knowledge of what is required and being up with the play to ensure all the boxes are ticked when dealing with contractual and commercial issues.
 - Build and maintain a deep understanding of commercial strategy and help translate that into approaches that are effective in supporting growth.
 - Being able to accurately weigh up risk vs cost – to ensure the business has adequate insurance without over insuring.
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Governance

- To provide comprehensive legal guidance to the Seequent leadership team.
 - To assist in the implementation of corporate and Seequent strategies by ensuring instructions are properly carried out and communicated.
 - To ensure Seequent complies with all relevant statutory and regulatory requirements.
 - Ensure close working relations with group governance teams and associated policies.
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Business Excellence / Executive Contribution

- Be committed in the role as a fully-fledged member of the Seequent Executive team and the global Bentley legal team.
 - Provide high value strategic contribution to executive planning and execution efforts.
 - To display enthusiasm and total commitment to business excellence initiatives.
 - To lead the Seequent commitment to exceeding regulatory and other marketplace quality requirements
 - Complying with all legal requirements, all corporate policies, and procedures, and with generally accepted business and ethical practices.
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Team Leadership

- Provide direction and mentorship to a team of legal professionals, fostering a high-performance culture and ensuring their continued growth and development. Support their professional goals, provide feedback, and create opportunities for learning and skill-building.
 - Set clear performance expectations for the team and establish key performance indicators (KPIs) to measure individual and collective success.
 - Conduct regular performance reviews, provide constructive feedback, and identify areas for improvement. Recognize and reward outstanding performance and address performance concerns promptly.
 - Collaborate with HR to identify talent needs in the legal department and lead the recruitment and selection process.
 - Assess and develop Succession Plans for critical roles.
 - Foster a collaborative and inclusive work environment that encourages open communication, teamwork, and knowledge sharing. Promote cross-functional and cross-departmental collaboration.
 - Uphold the highest standards of ethics, integrity, and professionalism within the team. Set a positive example for the team, promoting a culture of compliance and adherence to internal policies and procedures.
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- Foster a culture that values and respects individual differences.

What Success looks like:

- The team is consistently delivering high-quality work and achieves exceptional results. You have created an environment where team members feel motivated, engaged, and empowered to excel.
 - Success is reflected in the continuous development and growth of team members, through mentoring, coaching, and skill building opportunities.
 - The team communicates openly, transparently, and effectively within their own team and across both the Sequent business unit and the Bentley legal organization.
 - You have created a positive work environment where employee loyalty and performance is high, and turnover is low.
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What we support you with

People working with you

You will need to work with external parties and across the entire global Sequent and Bentley teams.

Financial Resources

Sequent has committed to a consistent quality brand presence and delivering thought leadership qualities to our target market customers. The financial resources are available to deliver against this object

Skills, knowledge, and competencies required to be great at this role.

- A tertiary degree in Law is essential. Commercial/Business degree would be an advantage.
 - A minimum of 10 years' experience practising law, preferably in a commercial/corporate context.
 - Experience in a global business is an imperative.
 - Knowledge of risk management, insurance programs, international business transactions, real estate, IP, software licencing, regulatory compliance and corporate transactions would be an advantage.
 - Experience managing an in-house Legal team would be an advantage.
 - Experience in the tech market would be an advantage.
 - Strong negotiation and relationship building skills.
 - Excellent oral and written communication skills.
 - Ability to think strategically and make sound business decisions.
 - The ability to show personal leadership and business acumen.
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