

Position Description

Position Title	Corporate Lawyer
Reports to	General Counsel
Direct Reports	Nil
Business Unit / Org Unit	Legal
Management Level	E
Key Relationships	Managing Director – NZ, Heads of Departments, Client Relationship Team, Procurement Team, Operations – Trade Services, Operations – Fleet Services, Risk and Compliance

Business Unit Purpose

The purpose of the business unit is to support the SG Fleet Group in achieving its objectives while effectively identifying and managing risk. The Legal Department services the global business by working on a range of operational and strategic legal, regulatory and compliance issues and providing commercially relevant and cost-effective legal advice and guidance. Lawyers in the Legal Department have a dual role as both an employee of the SG Fleet Group and an independent adviser.

Role Purpose

This position supports the General Counsel in ensuring timely and accurate legal advice is provided to SG Fleet Group's New Zealand businesses, with the aim of ensuring the organisation's operations are conducted within the limits prescribed by law in the jurisdictions in which they operate and that its rights are protected through the provision of legal counsel and guidance. This will include specific legal advice in relation to commercial, operational and contractual matters, as well as legal and regulatory matters. In addition, this position may be required to provide assistance to the Local Compliance Officer, or act in an internal reporting role such as Local Privacy Officer. This position provides day-to-day support for the General Counsel.

Key Accountabilities

The major responsibilities of this position include but are not limited to¹:

- assist the General Counsel to support the business' risk and compliance functions through monitoring, reporting and policy development;
- work with the bid team and new business managers in responding to customer tenders, including reviewing and negotiating agreements;
- provide legal advice, including negotiating and drafting agreements for customer and supplier arrangements;
- provide legal and commercial support in relation to existing contracts and provide advice and support in the event of any disputes;
- work with the business as directed to ensure required legal/security documentation is appropriately executed.

¹ Note: The purpose of this position description is to focus attention on the most important aspects of the job. It is not intended to be a complete list of every duty. This position is required to undertake other duties and projects as directed.

Profile Requirements

The following describes the qualifications, experience, knowledge, skills and personal attributes required to successfully undertake this role:

QUALIFICATIONS
<ul style="list-style-type: none"> • Bachelor of Law degree (or equivalent) • Hold current practising certificate and be admitted to practise in New Zealand
EXPERIENCE AND SKILLS
Essential
<ul style="list-style-type: none"> • 5+ PQE relevant experience • High level of personal integrity and strong understanding of professional ethics • Effective communicator both orally & in writing, demonstrating good listening and probing skills • Excellent writing skills, with well-developed influencing and negotiation skills • Demonstrated contract negotiation and drafting expertise is essential • Diverse range of experience, gained in-house or private practice, commercial acumen and common sense • Creates and encourages teamwork, knowledge sharing and collaboration • Critically analyses information and solves problems, demonstrating resourcefulness, perseverance, financial and legal astuteness and accountability • Customer focused, both internal and external
Desirable
<ul style="list-style-type: none"> • Experience in asset finance and/or automotive leasing • Experience in one or more of AML/CTF compliance, FSR, privacy • Interest in understanding, and providing support to, the SG Fleet Group's businesses in Australia and the United Kingdom • Governance or Company Secretarial experience
PERSONAL ATTRIBUTES
<ul style="list-style-type: none"> • High level of initiative, internal motivation, energy and drive to achieve • Thinks and plans strategically, while taking measured risks and remaining result focused • Strong organisational and prioritisation skills with the ability to meet specified deadlines • Able to build positive working relationships, enjoys collaborating as part of a team but able to work independently • Confident self-starter, capable of managing matters to a high standard



Organisational Values

This position is required to actively display and demonstrate alignment with the SG Fleet Code of Conduct and Values of:

- Innovation – cultivating the development of innovative ideas to deliver an unparalleled customer experience
- Collaboration – everyone working together to deliver excellence
- Excellence – at the heart of every decision is our customer; we are accountable in the pursuit of excellence
- Trust – rely on us to deliver; we own our actions, placing respect and integrity at the core of our relationships

This position is also required to:

- Ensure all Risk Management, Compliance & Information Security requirements are addressed in a timely and effective manner
- Support SG Fleet’s ISO requirements, continuous improvement drive and Agile ways of working by identifying and proposing opportunities for improvement
- Demonstrate reasonable care and behaviours that support the health and safety of self and of others.

Date Authorised by (Employee)

Name Signature