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| **Job Title:** | Legal Counsel |
| **Team:** | Legal NZ |
| **Reports to:** | Sarah Retter |
| **Direct Reports:** | 0 |
| **Indirect Reports:** | 0 |
| **Location:** | Auckland or Wellington |
| **Employment Type:** | Permanent full time |
| **Date updated:** | July 2023 |

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| Job Purpose |
| The role holder provides commercial support to a market segment or number of nominated accounts with a thorough understanding of the market/customer accounts and is responsible for all commercial activities in that area. Assists in the decision making process on customer transactions (new and ongoing). |

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| Key Responsibilities |
| * **Deal Making/New Business Deals** - Structures and negotiates new business deals (e.g. contributing to complex major bids and non complex bids, managing straightforward bid/tenders, providing detailed comments on customer terms and conditions, providing guidance and direction to the sales force)to the best commercial advantage to Fujitsu. Drafting and reviewing contractual terms and contracts. * **Contract Management**-Works with the Delivery teams to support the successful delivery of business in accordance with the contractual terms. Activities include leading and facilitating contract baseline reviews, and provision of advice and guidance relating to the delivery of services in accordance with its contractual terms. * **Contract Interpretation / Dispute Resolution** - Guides the business in its understanding of what our contractual commitments are and if current account activities comply. Advises approach and/or participates in discussions where customer believes that we are not fulfilling our obligations, participating in formal dispute resolution/negotiations and providing recommendations for resolution of dispute situations. * **Policy -** Shares ways and approaches with the business to maintain compliance to commercial standards and policy. * **Offering Infrastructure** - Constructs service/product descriptions for business offerings and contributes to the definition of trading terms with customers and suppliers to meet business needs. * **Business Risk (identification, management and mitigation) -** Judges acceptability of overall risk level of deal and mitigating options, helping business devise sensible steps to address through appropriate contract terms or contract management, ensuring all known issues are tabled openly. * **Development and Teamwork –** Seeks to increase the value contribution they make to the business. Effective and enthusiastic team worker who creates positive working relationships. Ensures individual objectives are agreed with manager and works towards achieving them. |

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| Key Performance Indicators |
| * Brings customer negotiations to a successful conclusion * Completes business transactions which result in positive P&L performance and market growth. * Valued by bid team as a positive contributor and expert in the commercial field; seen as responsive and creative in meeting customer requirements without prejudicing the company’s business interests. * Contract baseline review held so delivery team understands what contracted obligations must be met. * Successful delivery of business in accordance with contractual terms. * Used by account team as first port of call to clarify contractual content as required. * Identifies where areas of conflict may arise and recommends way to resolve. * Customer satisfaction and account growth; dispute avoidance. * Identifies possible variances for authorisation. * Comprehensive contract schedules/SLAs are authorised and agreed with customer. * Understands and deploys alternative commercial approaches. * All known issues tabled openly to enable informed business decisions to be taken. * Understanding by others of risk that variance from standard policy might create, and how therefore to mitigate. * Increased level of applied skill and knowledge. * Is self-motivated and motivates others to achieve. * Individual objectives set and achieved. |

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| Mandatory qualifications and experience |
| * Typically has legal tertiary education qualification (degree or equivalent). * Typically has 5+ years’ experience. * Able to translate impact of negotiated terms on P&L, risk to delivery etc. * Experience of working with Deal Structures, Contract Structures (T’s & C’s) and Schedules. * Good and developing legal awareness. * Good and developing Risk Management skills. |

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| Key relationships |
| * Supports a number of deals at any point in time, or a large line of business, under supervision where appropriate. * Fronts customer negotiations on commercial aspects and judges areas of issue capable of resolution or which require escalation with recommended approach. * Supports governance and business education requirements. * Full analysis of legal requirements of contracts and associated risks. |

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| Competencies |
| |  |  | | --- | --- | | * Analysis & Problem Solving * Legal contract analysis and decision making ability. * Decision Making * Communication & Presentation * Interpersonal Relationships (Working with Others) * Business & Commercial Awareness * Creativity & Innovation * Influence & Negotiation * Attention to Detail * Planning & Organising * Team Work * People Management * Dealing with Ambiguity * Organisational Sensitivity * Professional/Technical Specialisation |  | |  |  | |

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| Development focus |
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