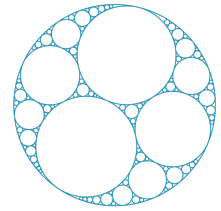


Contract Description

Indicative position description.



ASTROLAB

Position title:	In-house Legal Counsel		
Reports to:	COO		
Business unit:	Astrolab Team	Organisation unit:	Auckland Office, across nationwide activities
Basis:	TBC		
Location:	Auckland		
Applications:	Please send a CV and cover letter to andrew.knox@astrolab.co.nz		

Contract/Role purpose

Background

Astrolab is a business that assesses novel, advanced technologies (intellectual property / inventions / scientific discoveries) then, if those technologies are compelling, turns them into new business ventures targeting offshore revenues.

Astrolab works with technologies across various sectors from environmental, agritech, medical, through to infrastructure and pure ICT. Astrolab's work specialises in new-venture commercial-investigation, strategy, funding, structuring / joint ventures, governance, operational excellence and other areas of specialised commercial capability.

The advanced technologies commercialised can arise from New Zealand universities, Crown research institutes, organisations/companies looking to spin-out technology, and individual innovators. Astrolab works closely with the Government in undertaking its work. As part of its commercialisation program, Astrolab operates 'incubation' services that it accelerates its ventures through during the first 1-3 years of their operations.

Role Description

Based in Auckland, you will work closely with the leadership team and stakeholders across Astrolab and its ventures, on strategic, legal, and regulatory issues relating to company law generally, early-stage capital raising, new product development, supply chain and export. Not only will you draft, review and negotiate a wide range of contractual arrangements including employment and independent contractor agreements, you will also deal with ad hoc legal issues, protect IP, manage disputes, engage with stakeholders and advise on strategic projects. In addition you will be called on to assist in putting in place and monitoring legal compliance frameworks and to ensure that good governance is embedded in

Astrolab and its ventures. You will pro-actively manage and maintain relationships with existing external legal service providers.

In addition to carrying out the above responsibilities, you will pro-actively identify and undertake a programme of continuous improvement on all aspects of legal and compliance.

About You

You will be an experienced legal professional either looking to adjust your work/life balance or looking to return to the work-force in a part time capacity, while still being an appreciated and core part of the team. This is a key position within Astrolab, reporting to the COO and/or venture company boards / commercial managers.

Possible Profile and Role accountabilities

Likely hours: Part time, 15-25 hours per week, spread over 3-5 days – mornings are preferred, must be available to undertake required urgent completions as they arise.

Prime Accountabilities – Management and Execution of the following:

- Development and drafting of legal strategy, precedents, clauses, and documents in line with Astrolab's commercial impetus, templates, our external legal advice, as well as legislative and regulatory requirements.
- Working alongside the CEO and COO in identifying trends, potential areas of vulnerability and risk and making recommendations on minimizing or mitigating those potential risk areas, including some IP management/contracts. Ensuring, from a management perspective, these are integrated appropriately via the COO into the operational framework.
- Reviewing and drafting contracts, liaising with various venture company secretariats on all legal aspects of the business, and, liaise closely with our external legal advisers in relation to legal issues.
- Ensure Astrolab's legal records are robust and intact (including associated legal entities): internally, held with our external legal provider, with the Companies Office, Securities, and Disclosure Registers, confirmations and updating records as and when required.
- Provision of legal advice to Astrolab's board and venture's on a range of matters including, strategic, regulatory issues, capital raising, legal-financial obligations and good governance (legal) practice.
- Ensure legislation or regulatory changes affecting Astrolab group and Venture companies are clearly articulated and followed through to ensure ongoing compliance.

General Competencies

Competency	Description
Relationship management	Proven track record in building and managing relationships both internally and externally
Process execution	Enjoys and is competent in undertaking activities within a team-aligned system of work. Enjoys following and being part of pro-actively improving processes.
Critical evaluation	Astrolab conducts a range of important activities that require attention to detail, follow-up, monitoring, and organised retention of information. At the same time you'll understand it's important to check-in regularly about the context and direction, to consider that yourself, and adjust your detailed activities accordingly.
Business acumen	Process needs to drive performance. A keen appreciation of this and an inherent desire to meet deadlines and KPIs and also supporting others work to those.
Leadership and navigation	Performance is about seeing the best in one another and, in a genuine and respectful way, proactively assisting the team where possible. Do you thrive being at your best while helping others achieve theirs? This is part of the process and performance culture you'd be part of maintaining.
Communication	Excellent communication skills, both written and oral.
Time & Document Management	Excellence in managing timelines, team expectations and file management.

Qualification and experience

- Relevant legal qualification (PQE 10+yrs) and a quality experience to suit providing informed legal solutions for consideration by the team, and a sound understanding of the New Zealand legal framework.
- Demonstratable experience reconciling and negotiating legal positions.
- Commercial focus experience, with a strong knowledge of company law and governance obligations. Intellectual property management experience is a bonus.
- Solid written and oral presentation and communications skills, including strong attention to detail (which is a must in our environment of broad activity).
- Ability to work well under pressure and, from time to time, within tight deadlines on short notice and be proactive in seeking answers and solutions.
- Some locational flexibility may be required, although the role will be based in Auckland some national travel may be required.
- Competent in the use of MS applications including Outlook and Word. Excel and Powerpoint experience beneficial.

Key relationships	
Internal	External
COO (reporting to), CEO (working with often)	Ventures (senior management and boards)
Venture Partners, Analysts	CXOs (Ventures' commercial managers)
Working with other team members from time to time	Investment and other stakeholders
	Suppliers (Astrolab's and Ventures')