

JOB DESCRIPTION

Job Title	Manager - Legal
Division / Department / Function	Legal
Approved By (Immediate Supervisor)	Head-Legal

1. JOB PURPOSE

The Manager - Legal is one of the key support resources for the Legal Department of BIAL relating to drafting of agreements so as to protect BIAL's interest, mitigate risk and ensure proper indemnification to BIAL and preparation of legal analysis/opinions, tenders, policies and expression of interests.

2. PRINCIPAL ACCOUNTABILITIES

Accountabilities	Major Activities
<ol style="list-style-type: none"> 1. Negotiation of contracts, both with internal departments & external clients. 2. Drafting, vetting & reviewing and execution of contracts, with special attention on contracts related to projects and aviation. 	<ol style="list-style-type: none"> 1. Negotiate contracts with external parties as well as with internal departments, ensuring that there is no compromise on BIAL's interest. 2. Understanding the scope of services to be provided by various consultants/stakeholders/concessionaires and draft agreements to cater to BIAL's interest. 3. Draft, vet, review and execute contracts within the timelines stipulated in the internal SOP or as per the requirement of the process owners. 4. Ensure quality, accuracy, fit for purpose and comprehensiveness of the contracts.
<ol style="list-style-type: none"> 1. Preparation of legal analysis/opinions and interpretation of various existing agreements. 	<ol style="list-style-type: none"> 1. Prepare legal opinions/analysis/summaries for specific queries raised based on the facts of the case, the legal position and the way forward for BIAL. 2. Interpret various existing agreements of BIAL keeping in mind the matter at hand and the position contemplated in the agreements. 3. Ensure accuracy and correctness of the opinions/analysis/summaries, comprehensiveness of the document, co-relation between the various connected agreements in terms of drawing inferences to benefit BIAL and ensure that the document serves the purpose.
<ol style="list-style-type: none"> 1. Drafting of policies, tenders, Eol's 	<ol style="list-style-type: none"> 1. Draft and review policies, RFP's and Eol's to suit the requirements of the process owner departments, to enable effective and transparent tendering, evaluation and award of contracts. 2. Ensure accuracy and correctness of the policies, comprehensiveness of the document, make the policy user friendly and fit for purpose, as well as

	<p>ensure that the scope is well covered in terms of establishing uniform procedures, defining responsibilities of each user department and providing guidance for awarding concessions and preparing contract documents to be entered into with the concessionaires.</p> <p>3. Draft tenders and EoI's appropriately to suit the scope of services for which the RFP is issued, covering all aspects relevant to protect the interests of BIAL and to establish appropriate evaluation criteria for each proposal with respect to depth of management, demonstrated experience, reputation, proposed improvements, level of capital investment, financial return to BIAL, etc.; create a level playing field, encourage participation and increase competition and shall be based on the need to award contracts on a foundation of fairness and transparency.</p>
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3. MAJOR CHALLENGES

<p>1. Understanding and forecasting the risk BIAL may have to face in case of non-performance by the other party, or in the event of damages, loss, etc., caused by the party during the term of the agreement and finding effective means & measures to mitigate the same.</p>
<p>2. Effective negotiation with third parties without giving up BIAL's interests and rights and keeping a check on BIAL's obligations and liabilities, while maintaining professionalism at the same time and having a result oriented approach.</p>
<p>3. Establishing co-relation between various agreements, to cull out relevant provisions and give a beneficial construction to them, so as to safeguard interests of BIAL and also prepare proper defense in case of disputes arising between the parties.</p>

4. INTERACTIONS

Internal Interaction

<p>Head of the department and the Legal team.</p>
<p>Heads of various other departments, Managers, Assistant Managers.</p>

External Interactions

<p>External counsels, stakeholders, concessionaires, Service Providers, etc.</p>
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5. SKILLS AND KNOWLEDGE

Educational Qualifications

<ul style="list-style-type: none"> Graduate in Law from a reputed Institute or University or a Post Graduate.
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Relevant and total years of Experience

- Experience of 8-10 years in a legal department in an organization of a similar legal complexity as BIAL or in a law firm of repute.
- Knowledge in preparation and analysis of legal documentation, finance documents, scrutiny of tenders and related documents for legal implications and litigation.
- Drafting of legal agreements, deeds and preparing briefs for opinion.
- Required personal skills
 - Good communication skills;
 - Excellent legal drafting skills;
 - Excellent command over English;
 - Positive thinking capability;
 - Analytical abilities;
 - Good negotiation skills;
 - Good documentation skills; and
 - Computer skills, especially in relation to Microsoft Office.