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| **JOB DESCRIPTION** |
| Job title | General Counsel |
| Location: | 6 Bevis Marks, London EC3A 7BA | Travel Required: | Yes – occasional  |
| Reporting To: | CEO | Position Type: | Full time |
| About the role |
| This is an exciting opportunity to lead The Private Infrastructure Development Group Ltd (PIDG Ltd)’s legal function, overseeing all legal activities within the company. The role will require an ability to work at both a strategic and operational level, working closely with a wide range of internal stakeholders. The General Counsel will work closely with PIDG Ltd.’s Company Secretary and with legal counterparts in Group companies, as well as oversee a small team in PIDG Ltd. The General Counsel will also work with the Head of HR to support the CEO and PIDG Ltd.’s executive team on employment law issues, where necessary. |
| Job Description |
| ROLE AND RESPONSIBILITIES**Governance and legal oversight*** Providing legal advice to the board and executive team on a wide variety of legal issues, in particular on areas of sensitivity to the Owners and PIDG.
* Working with the Company Secretary, providing strategic legal advice to the board and executive team on regulatory issues, corporate governance and risk management matters, including new and evolving risks for the company and group.
* Working across the Group to align third party legal engagements where appropriate, and establishing a legal panel for PIDG Ltd if necessary.
* Advising executives within PIDG Ltd on their obligations under English law and under the various agreements that PIDG Ltd is a party to, including with the Owners.
* Researching and anticipating legal issues that could impact PIDG Ltd and the wider Group.
* Advising on the establishment of corporate entities within the Group and the legal structure of the Group.

**Legal Operations*** Managing the small PIDG Ltd Legal Team.
* Working closely with the General Counsels of PIDG Group companies and/or the third-party managers of a PIDG company to provide or seek guidance where relevant.
* Proactively engage with the third-party managers of GuarantCo and The Emerging Africa Infrastructure Fund and Chair a GC Working Group (to include the General Counsels/legal representatives from the third-party managers) to explore opportunities for collaboration on legal related initiatives.
* Managing external law firms for PIDG Ltd as and when required (including supporting the PIDG Head of HR in relation to employment issues when required).
* In collaboration with the board and executive team, participate in the development and operationalisation of corporate policies, procedures and programmes.
* Reviewing advertising, marketing and communications materials to ensure that they are in compliance with legal requirements.
* Ensuring PIDG Ltd.’s compliance with applicable data protection laws and assistance with the effective management of data protection across the PIDG Group.
* Providing training to PIDG Ltd and other members of PIDG (if applicable) on legal topics, e.g. liability of parent companies for activities of foreign subsidiaries.
* Deal with complex, significant matters that cut across legal and related areas .
* Conducting legal research and reviewing company’s litigation strategy pertaining to legal actions.
* Provide value for money and introduce efficiencies, opportunities for change and standardisation where appropriate.

**Contract Management*** Drafting, negotiating and arranging execution of financing and other transaction documents with the Owners, the Trust and the Group companies as applicable (acting as “honest broker”).
* Drafting and maintaining model contracts and tender documents for PIDG Ltd.
* Overseeing contract management within PIDG Ltd and supporting the procurement team on procurement issues.
* Drafting, negotiating and coordinating execution of other agreements and contracts on behalf of PIDG Ltd.
* Drafting, reviewing and negotiating technical assistance and other grant agreements between PIDG Trust, PIDG Ltd and the other PIDG companies.
* Advising on contract status, legal risks, and the legal liabilities associated with different transactions at PIDG Ltd level.
* Providing inputs from a PIDG perspective when required on financing arrangements entered into by PIDG companies with third parties.
* Drafting model clauses on cross-cutting issues for use by all PIDG companies, e.g HSES and climate change.

**General*** Attract, develop, direct, motivate and drive performance from team
* Base your decision-making process on ethics and integrity

**QUALIFICATIONS AND EDUCATION REQUIREMENTS****Skills and Qualifications*** Qualified solicitor in England and Wales, with senior experience in private practice or in-house. It is anticipated that the candidate will have a minimum of 12 years PQE.
* Ability to build strong relationships with internal clients and legal stakeholders and act as a business enabler
* Credibility & gravitas with senior management, investment professionals and other key stakeholders is integral to this position.
* Creative problem solver with a pragmatic approach that balances legal risk and enables business objectives
* Excellent verbal and written communication skills.
* Be a strong team player, who can work collaboratively with the other Lawyers, support services and internal clients.
* Strong influencing skills to be able to gain buy in from a whole range of stakeholders
* Be culturally aware

**Experience*** A good understanding of issues that may arise when negotiating agreements with government counterparts in different jurisdictions
* Experience with negotiating public sector funding documentation
* Broad legal background, including experience drafting, reviewing & negotiating general commercial contracts including supply contracts, intellectual property, data protection and regulatory matters
* Experience managing the complexities of legal matters that arise from a company with multiple cross-jurisdictional entities and part of a group structure.
* Experience of working with entities in Asia and Africa would be an advantage

PIDG is an equal opportunities employer and values the diversity of all its employees, associates, owners, service providers and customers |