

Document A

JOB DESCRIPTION

Department	Compliance & Enforcement Department
Job Title	Senior Head Legal
Reports to:	Chief Officer - Compliance & Enforcement
Pay Grade:	Senior Head – IRU Grade 3 (INDIS D7 2022-2026)
Job Summary	
<p>The main purpose of this role is to formulate and drive the Legal Unit at INDIS Malta Ltd, including all legal preparation as well as leading the daily operations of the team within the Unit responsible for the legal affairs. This will ensure the efficient running, monitoring and coordination of the legal office and related matters or outcomes.</p>	
Detailed Description of main tasks	
<p>Duties</p> <ul style="list-style-type: none"> • Provide legal and regulatory advice with the Company. • Guiding Senior Management on regulatory and compliance issues to ensure compliance with legal regulations. • Drafting and reviewing legal documents. • Participates in contract administration activities relating to contract negotiations and renewals. • Ensures ongoing compliance with INDIS Malta policy. • Administers all aspects of all contracts entered with tenants. • Represents INDIS Malta in court as necessary. • Monitoring and coordinating legal matters / cases to ensure their swift and effective resolution. • Anticipating and preventing legal action against INDIS by taking appropriate resource. • Supports the Contracts, Legal, Compliance, Enforcement and other INDIS Malta Units on legal matters related to the business. • Assists in the drafting of policies and procedures relevant to the work of the Department. • Keeps abreast of policies and changes in legislation. • Ensures that INDIS Malta requirements are compliant with legislation. • Advising on State Aid and competition law • Attends meetings and briefings with tenants as well as other INDIS Malta personnel as necessary. • Contributes towards the achievement of the objectives of the organisation. • Prepares and presents reports and other documentation in a timely and accurate manner to Senior Management as requested. 	

- Performs any other duties related to the proper execution the role as necessary, or other relevant duties as may be assigned.

Consultation

- Consults with CO and/or any other designated person in resolving issues and problems.
- Consults with CO and/or Legal Consultant and/or Chief Executive Officer when dealing with issues that are of a sensitive nature and/or of strategic importance.

Self-Improvement

- Keeps up to date with new trends, instruments and methodologies in relation to Legislation and Regulations that could potentially impact INDIS Malta goals, objectives and efficiency in this regard.
- Keeps up to date with the latest developments within the organisation and the industry.
- Enhances department and organization reputation by accepting ownership for tasks, while seeking to add value to job accomplishments.

Supervision Received

- Direct supervision and guidance from Head of Unit and/or any other designated person.

Working Conditions

- May be required to work outside office hours in crisis situations and/or to meet deadlines.
- Site visits to tenants may be required.

Qualifications & Experience Required

- The required candidate should have a solid background in relevant legislation that falls within the remit of INDIS Malta Ltd. Previous experience in State Aid Law is preferred.
- The required candidate shall be a fully qualified lawyer, with a warrant to practice under Maltese Law AND should also possess a minimum of five (5) years of post-qualification work experience.

Disclaimer: This job description describes the general nature and level of work performed in this role. It is not intended to be an exhaustive list of all duties, skills, responsibilities, knowledge etc. These are subject to change as needed by management.