

**SKILLS FRAMEWORK FOR FINANCIAL SERVICES  
SKILLS MAP - HEAD OF LEGAL**

<b>Sector</b>	Financial Services		
<b>Track</b>	Risk, Compliance and Legal		
<b>Occupation</b>	Legal Associate		
<b>Job Role</b>	Head of Legal		
<b>Job Role Description</b>	<p>The Head of Legal is responsible for overseeing all legal matters within the organisation and acts as an advisor to protect the organisation's interests. He/She ensures that legal advice provided is in line with legislation and regulatory requirements, and drives a culture of legal risk awareness across the organisation. He formulates and communicates strategies to mitigate the organisation's legal risk exposure and maintains oversight of the organisation's internal investigations, dispute resolution and litigation matters. He also ensures that the department adopts innovative and technological solutions to enhance productivity and efficiency while maintaining compliance to legal requirements</p> <p>The Head of Legal may be required to be contactable after office hours and travel on overseas work assignments. He possesses visionary leadership and fosters strong relationships with a diverse range of stakeholders. He has deep expertise in legislation and regulatory requirements within the financial services industry, and is able to translate the impact of legal changes across the organisation</p>		
<b>Critical Work Functions and Key Tasks</b>	Oversee legal strategic direction and operations	Execute legal and compliance vision, strategies and frameworks	In accordance with: <ul style="list-style-type: none"> <li>Requirements of being a 'qualified person' as defined in the Legal Profession Act read together with the Legal Profession (Qualified Persons) Rules; and</li> <li>Other admission requirements set out in Sections 12 and 13 of the Legal Profession Act read together with the Legal Profession (Admission) Rules 2011</li> </ul>
		Collaborate with senior management to drive responsive actions to address legal-related public policy issues	
		Support business growth through providing compliance policies, and strategic and operational legal guidance to senior management	
		Oversee legal contracts, disputes, regulatory compliance, risk management and corporate governance issues	
		Oversee budget planning, knowledge management and resource planning for the department to facilitate legal work	
		Drive legal technology and innovation adoption within the organisation	
	Research, analyse and advise on legal matters	Determine the strategies for internal and external legal advisory approaches and the scope of legal advice offered to stakeholders	
		Provide legal advice and updates on current legal positions, and communicate legal briefs to senior management	
		Guide the legal department in conflict management approaches	
		Advise on and drive the implementation of regulatory requirements within the organisation	
		Implement and encourage adoption of group policies governing corporate and legal ethics	
	Assess and manage legal risks	Develop and update legal risk mitigation and legal risk management strategies	
		Identify legal risk criteria and legal risk tolerance policies to inform legal risk management strategies	
		Advocate a culture of legal risk awareness and legal compliance across the organisation	
		Contribute towards the development of legal risk management policies	
		Review and endorse legal risk management and risk mitigation activities	
		Articulate identified legal and regulatory risks and their potential impact	
	Manage and/or facilitate legal transactions	Review non-routine legal documents and correspondence to determine alignment to legal policies and legal risk thresholds	
		Determine functional strategies to facilitate complex legal transactions	
		Challenge and align legal strategies in legal transaction cases to ensure strategic alignment and risk exposure is managed	
Conduct periodic reviews on legal transactions for quality assurance			
Oversee the selection of, payments to and relationships with external counsels			
Conduct ongoing assessments on external counsels performance and alignment on external counsel's understanding to execution strategies			
	Provide overview of the scope of legal coverage and legal risks for internal investigations		
	Facilitate decision making for litigation and/or investigation activities based on defined legal strategies and available data		

	Manage litigation and/or legal investigations	Define the direction for the conduct of litigation and/or internal legal investigations within the organisation		
		Review and advise on legal positions for stakeholders to adopt		
		Report the outcomes of internal investigations to senior management		
		Drive the execution of legal dispute resolution and conflict management activities		
		Oversee reputational risk management strategies and activities		
<b>Skills and Competencies</b>	<b>Technical Skills and Competencies</b>		<b>Generic Skills and Competencies (Top 5)</b>	
	Budgeting	Level 4	Leadership	Advanced
	Business Negotiation	Level 5	Problem Solving	Advanced
	Change Management	Level 5	Global Mindset	Advanced
	Contract and Vendor Management	Level 5	Resource Management	Advanced
	Corporate and Business Law Application	Level 5	Lifelong Learning	Advanced
	Corporate Governance	Level 5		
	Crisis Management	Level 4		
	Ethical Culture	Level 5		
	Legal Drafting and Writing	Level 5		
	People Performance Management	Level 5		
	Policy Implementation and Revision	Level 5		
	Project Management	Level 5		
	Regulatory and Legal Advisory	Level 5		
	Regulatory Risk Assessment	Level 5		
	Research and Information Synthesis	Level 5		
	Risk Management	Level 5		
	Stakeholder Management	Level 5		
	Strategy Planning	Level 5		
Technology Application	Level 4			
<b>Programme Listing</b>	For a list of Training Programmes available for the Financial Services sector, please visit: <a href="http://www.skillsfuture.sg/skills-framework/financial-services">www.skillsfuture.sg/skills-framework/financial-services</a>			

The information contained in this document serves as a guide.