

**SKILLS FRAMEWORK FOR FINANCIAL SERVICES
SKILLS MAP - LEGAL COUNSEL**

Sector	Financial Services		
Track	Risk, Compliance and Legal		
Occupation	Legal Associate		
Job Role	Legal Counsel		
Job Role Description	<p>The Legal Counsel is responsible for providing legal advice across various legal disciplines for the organisation. He/She represents the firm's best interests from a legal standpoint, balancing commercial and regulatory requirements. He facilitates legal transactions and litigation on behalf of the organisation, conducting the necessary legal research and analysis required to produce legal opinions, case arguments and legal documents. The Legal Counsel is also involved in the conduct of legal investigations, creation of employee policies and management of legal risks within the organisation.</p> <p>The Legal Counsel's duties may require him to be contactable after office hours and travel on overseas work assignments. He possesses strong judgment as well as excellent analytical, advisory and drafting skills. He is a strong communicator, is able to manage projects and has a good grasp on core legal matters and is aware of adjacent legal areas and financial industry regulations. He is required to fulfil the requirements of being a 'qualified person' as defined in the Legal Profession Act read together with the Legal Profession (Qualified Persons) Rules as well as other admission requirements set out in Sections 12 and 13 of the Legal Profession Act read together with the Legal Profession (Admission) Rules 2011.</p>		
Critical Work Functions, Key Tasks and Performance Expectations	Critical Work Functions	Key Tasks	Performance Expectations (For legislated / regulated occupations)
	Research, analyse and advise on legal matters	Interpret new laws, rulings and regulations to assess the impact on individuals and businesses	In accordance with: • Requirements of being a 'qualified person' as defined in the Legal Profession Act read together with the Legal Profession (Qualified Persons) Rules; and • Other admission requirements set out in Sections 12 and 13 of the Legal Profession Act read together with the Legal Profession (Admission) Rules 2011
		Form legal opinions and case arguments based on research data	
		Review documented evidence, legal information and arguments prepared for litigation cases, business agreements and legal transactions	
		Develop approaches to handle legal scenarios and escalate to appropriate stakeholders	
		Provide training on legal-related matters for non-legal professionals in the organisation	
		Provide legal briefs and legal advice to organisational stakeholders	
	Assess and manage legal risks	Gather information to identify and evaluate legal risks	
		Develop actions plans to mitigate against legal risks	
		Drive legal risk mitigation and risk management activities	
		Communicate relevant regulations, compliance standards and policies across the organisation	
		Review and provide clearance on any legal risks for product advertising, new products and marketing collaterals	
		Conduct or facilitate regulatory risk assessments	
		Propose recommendations for addressing legal and public policy issues	
	Manage and/or facilitate legal transactions	Draft legal documents and correspondences	
		Review contracts, transactions, due diligence process, commercial agreements, legal disputes and other legal activities for the organisation	
		Engage with external counsels to aid in case preparation and legal transactions	
		Identify possible issues and recommend action steps for legal transactions	
		Assess the impact of public policy on the organisation's legal transactions	
		Communicate legal considerations in line with the organisation's corporate strategies and interests	
Oversee applications relating to patents and intellectual property (IP)			
Manage litigation and/or legal investigations	Review internal complaints and legal requests to determine legal context and suitability for litigation and/or internal investigation		
	Liaise with stakeholders to facilitate the conduct of litigation and/or internal investigations and evidence gathering		
	Identify and evaluate the impact of evidence on stakeholders and the organisation to guide decision making		
	Update internal and external stakeholders on the progress and findings of litigation and/or internal investigations		

	Facilitate legal dispute resolution, negotiations and conflict management activities			
	Ensure representation of stakeholders' interests in legal proceedings			
Skills and Competencies	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
	Budgeting	Level 4	Communication	Intermediate
	Business Negotiation	Level 4	Problem Solving	Intermediate
	Change Management	Level 4	Teamwork	Intermediate
	Contract and Vendor Management	Level 4	Service Orientation	Intermediate
	Corporate and Business Law Application	Level 4	Lifelong Learning	Intermediate
	Corporate Governance	Level 4		
	Crisis Management	Level 4		
	Ethical Culture	Level 4		
	Legal Drafting and Writing	Level 4		
	People Performance Management	Level 4		
	Policy Implementation and Revision	Level 4		
	Project Management	Level 4		
	Regulatory and Legal Advisory	Level 4		
	Regulatory Risk Assessment	Level 4		
	Research and Information Synthesis	Level 4		
	Risk Management	Level 4		
	Stakeholder Management	Level 4		
Strategy Planning	Level 4			
Technology Application	Level 3			
Programme Listing	For a list of Training Programmes available for the Financial Services sector, please visit: www.skillsfuture.sg/skills-framework/financial-services			

The information contained in this document serves as a guide.