

**SKILLS FRAMEWORK FOR MEDIA  
TECHNICAL SKILLS AND COMPETENCIES (TSC) REFERENCE DOCUMENT**

<b>TSC Category</b>	Production and Direction					
<b>TSC Title</b>	Legal and Compliance Management					
<b>TSC Description</b>	Manage the adherence to applicable legislations and compliance standards					
<b>TSC Proficiency Description</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>
			<b>MED-CGP-3014-1.1</b>	<b>MED-CGP-4014-1.1</b>	<b>MED-CGP-5014-1.1</b>	
			Implement activities during production operations to ensure adherence to applicable legal and compliance guidelines	Review production operations, processes and agreements for compliance with applicable legislations and compliance to industry norms	Establish the organisational guidelines for adherence to applicable legislations, industry compliance norms and other legal obligations	
<b>Knowledge</b>			<ul style="list-style-type: none"> <li>Local industry relevant legal, statutory and regulatory compliances</li> <li>Organisation's code of conduct</li> <li>Internal guidelines on legal and compliance matters</li> <li>Production operations and mapping of respective operations with legal and compliance guidelines</li> </ul>	<ul style="list-style-type: none"> <li>Local industry relevant legal, statutory and regulatory compliances</li> <li>Legal and compliance-related implications of production operations</li> <li>Implications of deviation from the compliance requirements</li> <li>Intellectual property, copyrighted materials and infringement laws</li> </ul>	<ul style="list-style-type: none"> <li>Local and international legal guidelines and policies relevant to the industry</li> <li>Global industry legal and compliance standards</li> <li>Relevant statutory and regulatory compliance requirements</li> <li>Best practices in compliance management</li> </ul>	
<b>Abilities</b>			<ul style="list-style-type: none"> <li>Support the production operations to ensure adherence with legal and compliance guidelines while working with key stakeholders</li> <li>Identify areas in the production operations where legal clearances are required</li> <li>Identify the possible deviations and non-compliances to pro-actively highlight the same to the relevant stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>Liaise with internal stakeholders to understand the type of legal and compliance requirements</li> <li>Facilitate briefings to internal stakeholders on the compliance processes</li> <li>Communicate the implications, fines and penalties in the event of deviations to internal stakeholders</li> <li>Review deviations and non-compliances to recommend corrective</li> </ul>	<ul style="list-style-type: none"> <li>Drive operations of organisation within applicable legal and compliance frameworks</li> <li>Drive consensus with internal and external stakeholders to ensure buy-in when resolving legal issues</li> <li>Drive educational outreach to all relevant stakeholders in the organisation about relevant legal and compliance guidelines to ensure consistency across the organisation</li> </ul>	

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			<ul style="list-style-type: none"> <li>Suggest options for corrective actions in routine cases</li> </ul>	<p>actions for complex cases</p> <ul style="list-style-type: none"> <li>Seek relevant legal advice and clearances by liaising with external stakeholders</li> <li>Liaise with external stakeholders to seek relevant advice and clearances where required</li> <li>Liaise with external stakeholders to discuss and resolve legal and compliance issues</li> </ul>	<ul style="list-style-type: none"> <li>Lead the identification of experts for any location-specific laws and regulations for overseas productions</li> </ul>	
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