

# Position Description

<b>Position Title</b>	<b>Legal Executive</b>
<b>Reporting to</b>	Contracts Manager / In House Legal Counsel
<b>Number of Direct Reports</b>	Nil
<b>Last Updated</b>	June 2010

## Company Vision

To be New Zealand's leading provider of Land & Property Data and Information Services and Solutions.

## Position Summary

To provide assistance and support with the drafting, administration and management of Terralink's commercial contracts with clients and suppliers, as well as assisting and enforcing internal contract related systems, procedures and policies.

## Prime Responsibilities and Accountabilities

- ❖ Customising and reviewing legal and contract templates, including supply agreements and customer contracts
- ❖ Liaising with Terralink staff to discuss contract requirements, and to draft new or varied contract terms and conditions
- ❖ Assisting on due diligence matters for commercial transactions
- ❖ Ensuring that contracts are completed and executed correctly, and are administered appropriately
- ❖ Updating and managing Terralink's legal database including contract renewal dates, risks, trigger events, contact lists, client details etc
- ❖ Assisting with managing contract renewal by working with the appropriate internal & external parties
- ❖ Responsible for researching information and data to assist the Contracts Manager /In-House Legal Counsel with providing internal legal advice
- ❖ Managing and documenting the process for privacy complaints
- ❖ Assisting with the review and amendment of contract templates and other commercial processes, policies and procedures, and recommend and implement improvements where relevant
- ❖ Ensuring that all matters relating to the legal and contract administration within Terralink run smoothly and efficiently.

## **Person Specification**

- ❖ A Legal Executive Diploma or studying towards, or at least 3 years experience as a legal executive
- ❖ Experience in drafting contracts
- ❖ A high standard of work quality and output, including the ability to work to deadlines and use initiative
- ❖ Business acumen and commercially savvy
- ❖ Strong interpersonal and relationship building skills
- ❖ The ability to interact at all levels of the organisation; corporate and technical
- ❖ An ability to negotiate at a senior level
- ❖ Excellent written communication skills and an eye for detail
- ❖ The ability to rapidly gain a good knowledge of Terralink's products and solutions, and how these relate to our client.