

JOB TITLE:	Contracts and Legal Manager
DEPARTMENT:	Business Operations
REPORTS TO:	Director of Business Operations
JOB STATUS:	Permanent Full-Time

JOB PURPOSE

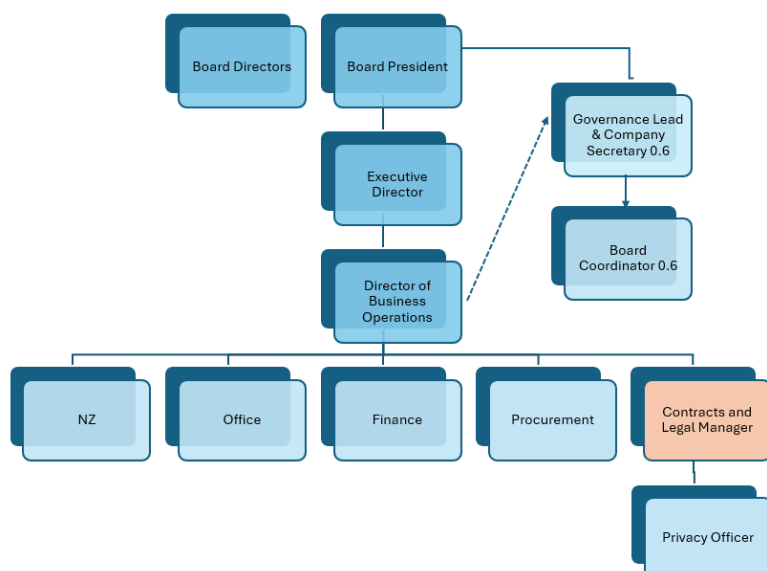
The Contracts and Legal Manager represents MSFA and MSF NZ's in house legal function, focusing primarily on contract management and legal review. The role is responsible for the drafting, negotiation, and execution of MSFA's contractual agreements to appropriately mitigate organizational risk. This role provides legal advice to internal stakeholders as well as sourcing specialist external legal advice on complex matters, providing guidance and advice where requested on the impact of applicable laws and regulatory requirements.

DIMENSIONS

This role reports directly into the Director of Business Operations and has one part time staff member reporting into it – the Privacy Officer. It is the central go-to function for legal requests and contract development and review and will form part of a larger virtual legal team that includes external legal service providers to provide guidance and advice. It is essential that the role work extremely collaboratively and closely with the Procurement Manager and the Governance Lead/Co-Sec.

A new Contract Management Platform (HighQ) is in the final stages of development and will be the responsibility of the Contracts and Legal Manager to product manage with support from IT and vendors, working closely with the Procurement Manager who is a key stakeholder in the utilization of the platform.

ORGANISATIONAL STRUCTURE



DATE:	
Signed: (Job Holder)	
Signed: (Manager / Director)	

CONTEXT

This role is an essential function in the organization and must work with a variety of internal and external stakeholders.

The Contracts and Legal Manager is responsible for the contract development/ review part of the procurement lifecycle and their close and collegial collaboration with the Procurement Manager is essential to ensure an efficient and appropriately risk managed process.

The Contracts and Legal Manager will be responsible for providing assurance to the Governance Lead/Co-Sec that legal and regulatory requirements have been appropriately considered in key policies and matters.

The Contracts and Legal Manager is responsible for managing the pro-bono and other external legal services, acting as the internal conduit with the external legal team, efficiently managing the provision of legal advice to the internal business.

ACCOUNTABILITIES

Contracts

- Support the organisation in the review and delivery of contracts in an approach which ensures risk is managed in an efficient and 'right sized' way, responding to business needs and providing clarity on relevant risks.
- Draft, review, negotiate and manage a range of contracts, NDAs, MoUs and their variations (supplier agreements, consultancy agreements, service contracts, partnership agreements) using and developing approved templates and guidelines.
- Ensure the complete and accurate document management with respect to expiries, renewals, initiation of new engagements, variations to contractual arrangements, maintaining version control and signature workflows
- Develop, negotiate and implement commercial terms and conditions that support business objectives and ensures consistency across all agreements.
- Identify and propose mitigations to legal risks related to contracts and commercial term, providing feedback to the business on identified key risks in line with **appropriate** risk appetite;
- Collaborate with internal stakeholders to ensure contracts and associated legal documents meet business needs and comply with applicable laws and regulations, supporting internal teams in navigating contract processes and requirements.
- Lead initiatives to improve contract management processes and systems
- Manage the Contract Management Platform to ensure:
 - all contracts and procurements are captured within the Platform and are easily reported on for audit purposes
 - the Platform remains fit for purpose in line with the evolving Procurement Policy and Procedure
 - staff are trained and understand how to use the Platform
- Work with external supplier for the Contract Management Platform to make improvements as required

Legal

- Serve as the first point of contact for legal matters and escalate to external legal advisors where necessary to obtain the provision of legal advice in oral and written form to the business across all departments and Board and NZ Trust, for both MSFA and MSFNZ;
- Coordinate with external legal advisors for complex drafting, negotiation, or regulatory matters.
- Manage and report any legal breaches to regulators and assist in remediation efforts.
- Maintain and develop relationships with pro bono legal firms and the legal department in MSF Paris
- Support the Governance Lead who is responsible for maintaining the Legislative Compliance Register and ensuring legal and compliance deadlines and requirements are met. The Contracts and Legal Manager is responsible for updating internal stakeholders on the potential impact of new or amended laws, regulations and/or ISOs.
- Ensuring the Privacy Policies for MSFA and MSFNZ are kept up to date and adhering to current Privacy legislation, managing the Privacy Officer to implement key privacy compliance activities.

KEY PERFORMANCE INDICATORS

- Contract training and upskilling delivered
- Contract Management Platform fully functional with staff and Procurement Manager utilizing it

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- Up to date contract register maintained through the Contract Management Platform which reflects comprehensive list of current and closed contracts
- Positive feedback from internal stakeholders on the contract review process and procurement lifecycle in general
- All contract expiries are accurately managed in a timely way
- Legal responses are given to staff in a timely manner, whether managed internally or via pro bono or other external support

CHALLENGE & CREATIVITY / DECISION-MAKING

- There is a variety of contract literacy in the organisation. It will be important to foster a culture of working with end users to address complex contractual issues collaboratively.
- The Contract Management Platform is an exciting innovation but is new and will require ongoing testing and updates as refinements to the Procurement and Contracts Policies and Procedures and Templates are agreed.
- Competing needs within contracts regarding cost, quality, and other requirements such as ESG.
- Due to the broad regulatory framework within Australia and New Zealand the role must be across a wide range of regulatory areas and expectations, however in the event of a challenging and/or high-risk issue, external lawyers are always available.

KNOWLEDGE, SKILLS & EXPERIENCE

- Current practising certificate as a lawyer in an Australian jurisdiction
- Minimum 5 years' experience in contract management, legal administration, or in-house legal support roles.
- Strong organisational skills with attention to detail.
- Practical understanding of basic legal principles relating to contracts and compliance.
- Good written and verbal communication skills.
- Ability to manage document flows independently and meet deadlines.

COMPETENCIES

- **Ethical Judgment and Integrity:** Demonstrates strong ethical standards and integrity in decision-making.
- **Prioritisation and Right sizing:** Demonstrates ability to prioritise and manage a variety of requests from different stakeholders, identifying the right level of detail and time spent on deliverables. Skilled in balancing risk with business needs to achieve win-win outcomes.
- **Regulatory Acumen:** Deep understanding of regulatory environments and the ability to interpret and apply regulations effectively.
- **Risk Management:** Proficient in identifying, assessing, and mitigating risks and communicating them appropriately.
- **Communication:** Excellent verbal and written communication skills to articulate requirements and legal advice clearly, providing clarity on risk levels.
- **Attention to Detail:** High level of accuracy and attention to detail in documentation and reporting.
- **Stakeholder Engagement & Relationship Management:** Proven ability to build trust and rapport with diverse internal and external stakeholders across all levels. Navigates complex stakeholder environments with diplomacy and professionalism, applying active listening and thoughtful communication.

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