



Job Description

JOB TITLE:	Legal Advisor (Legal Services)
LEVEL/BAND	MM22
DEPARTMENT:	General Counsel
DIRECT REPORT:	Manager (Legal Services)

Overall Purpose of the Position

The Senior Officer shall provide assistance in the undertaking of legal duties on behalf of the Bank. These include:

- (i) To act as the Bank's legal counsel by providing legal advice, also interpreting laws, regulations, rulings and judgements;
- (ii) Carries out research, analysis and provides feedback on legal matters as instructed by the Bank from time to time.

Operational Responsibilities

- To provide legal advice and draft documents and policies as may be required by the Bank;
- To draft and review Agreements, letters and other documents from a legal perspective to which the Bank is a party or involved;
- To liaise with the Bank's external legal advisors;
- To oversee the proper procedure of Garnishee Order and Letters of Deposit functions;
- To represent the Bank in Court / Arbitrator for Financial Services:
 - by appearing before the Courts as witness on behalf of the Bank, gathering and presenting all the documentary evidence requested and available;
 - by initiating and/or participating in initiating lawsuits where the Bank is appearing as plaintiff;
 - by assisting in formulating a defence in proceedings where the Bank is appearing as defendant, and
 - by offering advice in matters relating to the lawsuits in which the Bank is involved.
- To train other staff members on legal issues and other related activities, as appropriate.

General Responsibilities

- To submit any reports and/or supervise any projects and activities as may be directed from time to time;
- To ensure compliance with Bank's policies, guidelines and underlying procedures at all times;
- To assist in the preparation of the unit's business plan and underlying budgets;
- To ensure a high quality/standard of work and service throughout;
- To perform standard office procedures and administration as required.
- To attend training as requested and perform any other duties that may be assigned from time to time.

Qualifications, Skills & Competencies

	SKILL	EXPERIENCE	QUALIFICATION
MANDATORY	<p>Excellent reporting skills.</p> <p>Good verbal and written communication skills.</p> <p>Be reliable, organised, meticulous and prepared to work under pressure.</p> <p>Able to build and maintain strong collaborative relationships with others inside and outside the bank.</p> <p>Excellent analytical, troubleshooting and interpersonal skills.</p> <p>Confident in making decisions.</p> <p>Be computer literate and conversant in MS Office applications.</p>		In possession of law degree with a warrant to practice the profession in Malta
DESIRABLE		Previous experience in the financial services sector.	