

## Job Description

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

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### Overall Purpose of the Position

The Legal Advisor 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 act as in-house counsel, provide legal advice, draft legal documentation, and carry out legal research as required;
- To be actively involved and participate in the Department's / cross-Departmental projects, providing feedback on behalf of the Unit and proposing legal solutions as required;
- To view, advise on and /or draft guidelines and procedures as required by the Department/other Departments.
- To update and maintain a Contract Management System;
- To assist the Manager (Corporate Governance) in matters relating to corporate governance and company secretarial duties.
- Exceptionally to perform responsibilities in any other Unit which falls within the remit of the Department.

### 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

- **Mandatory**

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| <b>Skill</b>         | <ul style="list-style-type: none"> <li>• Good verbal and written communication skills.</li> <li>• Be reliable, organised, meticulous and prepared to work under pressure.</li> <li>• Be a team player while still being able to work independently when needed.</li> <li>• Excellent analytical, troubleshooting and interpersonal skills.</li> <li>• Committed to self-development and enjoy working in a dynamic environment</li> <li>• Be computer literate and conversant in MS Office applications.</li> </ul> |
| <b>Experience</b>    | <ul style="list-style-type: none"> <li>• -</li> </ul>   |
| <b>Qualification</b> | <ul style="list-style-type: none"> <li>• In possession of law degree with a warrant to practice the profession in Malta</li> </ul>  |

- **Desirable**

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| <b>Skill</b>         | <ul style="list-style-type: none"> <li>• -</li> </ul>  |
| <b>Experience</b>    | <ul style="list-style-type: none"> <li>• At least three years experience as a legal advisor, preferably in the financial services sector.</li> </ul> |
| <b>Qualification</b> | <ul style="list-style-type: none"> <li>• In possession of a post-graduate degree in the financial services sector</li> </ul>                         |

## Structure

