

Job Description:
Legal Department Manager

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| Function: | Legal |
| Job:  | Executive Assistant |
| Position:  | Legal Department Manager – UK&I and European Legal Team |
| Job holder: | Supattra Suksawat |
| Date (in job since): | @ 2012 |
| Immediate manager (N+1 Job title and name): | Mike Keefe – Assistant General Counsel |
| Additional reporting line to: |  |
| Position location: | No fixed place of work |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| * To manage the UK&I Legal Department, line manage and support the Legal Administrator (LA) and provide timely, well organised and efficient PA support and services to the European Director of Legal (EDL), PA support for the Assistant General Counsel (AGC), as required, and to assist with providing general adminis-trative support to the UK&I Legal Team.
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| 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department. |
| Revenue FY13: | €tbc | EBIT growth: | tbc | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | tbc |
| EBIT margin: | tbc |
| Net income growth: | tbc | Outsourcing growth rate: | n/a | HR in Region  | tbc |
| Cash conversion: | tbc |
| Characteristics  | * Add point
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| 3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
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| **4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| Main issues for this role are:* Managing the administration of the UK&I Legal Department including line management of Legal Admin Assistant
* Providing Executive PA support for the European Director of Legal and Assistant General Counsel UK&I
* Supporting the UK&I Legal Team with admin requests
* Supporting the implementation of key projects for the UK&I Legal Department (e.g. iManage matter management system)
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Manage the UK&I Legal Department and be the main point of contact within the business and to external clients and contacts.
* Line manage and support the LA within their role and remit, with day-to-day business matters and personal development reviews.
* Coordinate meetings with the EDL’s direct reports, the COEU Legal Team and the UK&I Executive Team, and the COEU Executive Team.
* Coordinate EPAs with direct reports of EDL and AGC
* Coordinate interviews and recruitment support for EDL and AGC
* Coordinate Stop Hunger Foundation calls and meetings
* Arranging meetings with Panel Law firms / contact Partners
* Coordinate Global, Regional and National Board and Committee meetings (eg. Sodexo Global Services, Entegra, COEU Ethics & Compliance Committee)
* Coordinate meetings with the AGC’s direct reports, the Government & Agencies segment and other meetings as required by the AGC
* Compose Quarterly Reports for the COEU Legal Region
* Responsibility for the Gifts & Hospitality Register on behalf of the UK&I Legal Team
* Create and finalise End-of-Financial Year Spend Reports for the UK&I Legal Department
* Compose, edit and type letters, mails, reports and other documents along with general administration support.
* Maintain strict confidentiality on work undertaken for and on behalf of the EDL, AGCs and the Legal team
* Provide support with creating powerpoint presentations, formatting data (tables, graphs), collecting data from direct reports
* Provide general admin support to the EDL and AGCs (eg. booking desks, arranging signatures, scanning, couriers)
* Provide general admin support to the Legal team for requests received through the Legal Admin mailbox (shared pooling arrangement)
* Take/screen calls on behalf of the EDL and the Legal Team
* Book travel, accommodation itineraries and additional documents required (e.g. visas and Esta’s) for the EDL and AGCs, as required.
* Prepare expense claims form within policy guidelines for EDLA and in a timely manner.
* Coordinate Legal Team meetings and team events on-site and off-site
* Coordinate annual Legal Team Training Schedule
* Coordinate legal document signing
* Develop and maintain the Legal Business Continuity Plan and attend the Business Continuity Committee meetings as EDL’s deputy
* Responsibility for the renewal of legal subscriptions and SRA practising certificates for the UK&I Legal Team
* Coordinate new starter induction schedules and new equipment for new starters
* Organise and order all hardware and software IS&T equipment for the team
* Proactively ensure that regular company events are anticipated and accommodated in the diary, and that relevant actions are taken prior to deadlines
* Take proactive action to ensure that all Employee engagement initiatives are adhered to, and that all direct reports meetings and EPA are anticipated and accommodated in the diary in accordance with company deadlines
* Where appropriate, raise purchase orders and process invoices for payment within policy guidelines and timescales
* Manage archiving and storage of crucial information at off-site EDM Storage unit.
* Work on selected projects as and when required
* Communicate with all clients, visitors, and company personnel in a professional and polite manner
* Responsibility for organising staff and client gifts
* Undertake other tasks as requested by EDL, AGCs and to support the UK&I Legal Department
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| 6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities. |
| * Accurate and timely organisation and support as Legal Department Manager to the UK&I Legal Team, COEU Region lawyers and team and be the first point of contact on behalf of the team
* Efficient support and line management of LA within their day-to-day role and supporting their development
* Accurate and timely organisation of EDL and AGC administrative and work schedule requirements
* Positive feedback from EDL, AGCs, UK&I Legal Team and other key stakeholders
* Build positive, constructive and appropriate relationships.
* Sets the tone of professionalism, HR best practice and high standards with the team and globally. The gatekeeper of appropriate and proactive behaviour and delivery
* Demonstrate ability to effectively manage queries
* Meetings held on time, managed effectively and seamlessly, with the relevant supporting paperwork issued/distributed in a timely fashion
* Efficient organisation of travel both in the UK&I and globally for the EDL and AGCs which reduces stress for them as far as possible
* Compliance with company policy and procedures
* Clear communication and strict confidentiality
* Accurate and timely completion of invoices and expense claim forms
* Organised approach to own work load
* Manages ad hoc items and projects well
* Filing up to date and organised in accordance with contract management protocol for Legal
* Travel to other office locations nationally or globally if required
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| **Essential for Role*** Must possess O Level/ GCSE Maths and English Language.
* Excellent typing skills. Intermediate knowledge of the following packages: MS Office; (Word, Power Point, Excel)
* Excellent communication skills and proven ability to articulate self verbally and in writing, including taking and compilation of meeting minutes and actions.
* Demonstrates initiative and anticipates needs
* Self-starter and self-motivated with ability to prioritise and schedule work under conflicting pressures
* Able to demonstrate a high degree of discretion, tact and confidentiality
* Organised and methodical
* Flexibility to work across time zones and support EDL and AGCs out of hours occasionally.
* A can do attitude and a sense of humour, calm and balance

**Desirable for Role*** Educated to ‘A’ level standard
* 5+ years PA to Director level
* Qualified to RSA111level
* Previous experience in booking and organising complex global travel arrangements
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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
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| * Growth, Client & Customer Satisfaction / Quality of Services provided
 | * Leadership & People Management
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| * Rigorous management of results
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| 9. Management Approval – To be completed by document owner |
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| Version | 1 | Date | 14 April 2022 |
| Document Owner | Mike Keefe |

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