

SKILLS FRAMEWORK FOR LEGAL SERVICES SKILLS MAP – GENERAL COUNSEL			
Sector	Legal Services		
Track	Advisory & Advocacy		
Level	Senior		
Occupation	General Counsel		
Job Role	General Counsel		
Job Role Description	A General Counsel, also known as Managing Counsel, serves as the chief legal officer for the organisation, providing strategic legal leadership and direction to the legal department and the wider business. He/She is responsible for managing all legal and matters and ensuring compliance with applicable laws and mitigating risks while supporting the company's strategic objectives. Acting as a trusted advisor to the board of directors and senior management, he/she offers guidance on corporate governance, high-stakes transactions and critical business decisions. He/She aspires to lead a high-performing legal team to deliver efficient, business-focused solutions. The General Counsel is also expected to foster a culture of ethics and integrity throughout the organisation, providing guidance and direction on policies and programmes to promote compliance and ethical decision-making. He/She may be required to lead crisis management efforts, including litigation, regulatory investigations and other significant challenges. As a key advisor to the executive leadership team, he/she plays a vital role in shaping the company's long-term strategy and ensuring it operates within legal and ethical standards.		
Critical Work Functions, Key Tasks and Performance Expectations	Critical Work Functions	Key Tasks	
		Performance Expectations	
	Set or manage legal strategy, policy or direction	Align the legal department's strategy with business goals (e.g., developing frameworks to manage legal matters)	In accordance with: • Legal Profession Act • SCCA Code of Ethics and Standards of Professional Conduct for In-House Counsel
		Collaborate with senior management to integrate legal considerations into key business decisions	
		Evaluate key legal risks and opportunities impacting the business and recommend actions	
		Oversee corporate governance (e.g., manage key governance documents, advising the Board)	
		Advise risk and compliance teams on key legal and regulatory issues, where necessary	
		Guide and advise on regulatory inquiries, investigations or audits	
	Oversee legal aspects of matters	Oversee legal department or sub-team matters (e.g., providing strategic input, facilitate cross-team learnings, handling escalations)	
		Manage or lead negotiations for key matters	
		Manage legal documents for key matters	
		Develop and execute legal strategies to resolve disputes or crises	
		Manage communications with counterparties, regulators or external stakeholders during disputes or crises	
		Manage external counsel for key matters (e.g., setting strategy and monitoring performance and cost)	
	Manage stakeholders	Guide and advise senior management or business units on key legal matters	
		Manage expectations and address concerns of stakeholders on legal matters	
		Manage relationships with external stakeholders (e.g., regulators and government agencies), where necessary	

	Manage legal resources and projects	Develop and manage the legal department’s budget to ensure effective resource allocation		
		Manage external counsel strategy (e.g., selecting panel firms and negotiating fee arrangements)		
		Oversee legal projects (e.g., technology solutions, process improvements) (where necessary)		
		Lead cost-optimising initiatives for legal department spend (e.g., renegotiating contracts with law firms or reducing reliance on external counsel)		
	Manage people and performance	Evaluate team members’ development needs and advise on their career development		
		Drive professional development and continuous skills upgrading initiatives		
		Coach and mentor team members		
		Communicate performance indicators and align expectations of team members		
		Provide feedback to and engage with management on staffing issues		
	Uphold professionalism and ethical standards	Foster ethical leadership and a culture of integrity across the organisation		
		Guide the organisation in navigating complex or emerging ethical issues		
		Lead by example and provide guidance to legal department on ethical and professional standards		
		Oversee the legal department compliance with ethical and professional standards		
Skills and Competencies	Technical Skills and Competencies		Critical Core Skills	
	Legal Business Acumen	Advanced	Developing people	Intermediate
	Business Risk Assessment	Advanced	Communication	Advanced
	Crisis Management for Legal Professionals	Advanced	Problem-solving	Intermediate/Advanced
	Contract Drafting	Advanced	Adaptability	Intermediate/Advanced
	Deal Structuring	Advanced	Digital Fluency	Basic
	Due Diligence	Advanced		
	Legal Writing	Advanced		
	Legal Matter Management	Advanced		
	Negotiation	Advanced		
	Professional Ethics	Advanced		
	Stakeholder Management for Legal Professionals	Advanced		

The information contained in this document serves as a guide.