

SKILLS FRAMEWORK FOR LEGAL SERVICES SKILLS MAP – LEGAL COUNSEL			
Sector	Legal Services		
Track	Advisory & Advocacy		
Level	Junior to Mid		
Occupation	Legal Counsel		
Job Role	Legal Counsel		
Job Role Description	A Legal Counsel provides legal support to the organisation by advising on a broad range of legal matters and managing legal aspects of deals and transactions. He/She also provides legal support to business units and risk and compliance teams, and may step in to assist in disputes and crises, where necessary. By offering clear, concise, and business-oriented legal advice, he/she plays a vital role in facilitating informed decision-making within the organisation. He/She also promotes team and organisational development through managing or contributing to legal projects and the legal department's knowledge repository. He/She is familiar with and able to use legal technology tools to perform key tasks efficiently. He/She is expected to have a deep understanding of the relevant laws and regulations applicable to the organisation and the business environment it operates in, and be updated on developments in the law and best practices in the legal industry. He/She is expected to comply with the organisation's policies and processes and work as part of a wider cross-functional team to meet the organisation's objectives and uphold high ethical and professional standards.		
Critical Work Functions, Key Tasks and Performance Expectations	Critical Work Functions	Key Tasks	Performance Expectations
	Provide legal advice on business matters	Identify the business's needs and objectives	In accordance with: • Legal Profession Act • SCCA Code of Ethics and Standards of Professional Conduct for In-House Counsel
		Undertake fact-finding/fact-checking with the appropriate business units	
		Identify legal issues, conduct legal research and apply legal analysis to identify legal risks	
		Formulate legal solutions	
		Communicate advice to internal stakeholders on a broad range of legal issues	
	Coordinate legal aspects of deals or transactions	Identify and analyse potential legal issues, risks and solutions relating to the deal or transaction	
		Manage due diligence processes	
		Draft and/or review contracts or other legal documents	
		Support or conduct the negotiation of transactions (where necessary)	
		Organise the finalisation, execution and delivery of contracts and other legal documents	
		Monitor compliance with post-completion legal obligations (where necessary)	
		Engage and/or coordinate with external counsel (including engagement and legal costs)	
		Act as liaison between the organisation and external counsel	
		Coordinate with and manage internal stakeholders on legal issues	
	Support risk and compliance management	Draft or review risk or compliance related documentation (e.g., internal governance papers, communications to regulators)	
		Assist in the development or review of internal risk management or compliance policies and processes	

		Monitor compliance and regulatory requirements of the jurisdiction(s) within which organisation operates in		
	Support crises or disputes management	Assist in internal investigation processes (e.g., conducting interviews)		
		Recommend legal strategy and course of action in disputes or crises		
		Assist in monitoring and identifying potential legal issues as they arise		
		Draft or review correspondences or communications (e.g., letters of demand, reports to authorities / regulators, publicity statements)		
		Support legal proceedings (where applicable)		
	Support legal operations	Develop and update legal knowledge management repository (e.g., guidelines, templates)		
		Assist with the planning and implementation of legal projects (e.g., adoption of legal technology)		
	Uphold professionalism and ethical standards	Stay up-to-date with developments and best practices in Singapore and international law and legal practice		
		Engage in continuing learning and professional development activities to develop subject-matter expertise		
		Understand and adhere to ethical and professional standards		
		Identify and seek appropriate guidance to address ethical issues and dilemmas		
Skills and Competencies	Technical Skills and Competencies		Critical Core Skills	
	Legal Business Acumen	Intermediate	Communication	Intermediate
	Business Risk Assessment	Intermediate	Problem Solving	Basic/Intermediate
	Crisis Management for Legal Professionals	Basic/Intermediate	Decision Making	Intermediate
	Contract Drafting	Intermediate/Advanced	Adaptability	Basic
	Deal Structuring	Intermediate	Digital Fluency	Basic
	Due Diligence	Intermediate		
	Legal Writing	Intermediate		
	Legal Research and Analysis	Intermediate		
	Legal Matter Management	Intermediate		
	Negotiation	Basic/Intermediate		
	Professional Ethics	Basic		
	Stakeholder Management for Legal Professionals	Basic/Intermediate		

The information contained in this document serves as a guide.