

SKILLS FRAMEWORK FOR LEGAL SERVICES SKILLS MAP – SENIOR LEGAL COUNSEL			
Sector	Legal Services		
Track	Advisory & Advocacy		
Level	Mid to Senior		
Occupation	Senior Legal Counsel		
Job Role	Senior Legal Counsel		
Job Role Description	A Senior Legal Counsel oversees the review and negotiation of major contracts, manages the legal aspects of significant deals or transactions, and manages disputes or crises, where necessary. He/She identifies and mitigates key legal risks, ensuring the organisation operates within applicable legal frameworks while achieving its business goals. He/She is expected to utilise his/her advanced knowledge of the business and industry to provide strategic, commercially focused legal guidance to the organisation. He/She may also assume managerial responsibilities which include guiding and mentoring junior legal team members, managing legal projects and knowledge management systems, supporting legal budget management, and working proactively to improve legal processes and/or compliance programs. He/She works cross-functionally with other departments and key internal stakeholders to provide legal support to organisational initiatives while maintaining the highest standards of ethics and professionalism.		
Critical Work Functions, Key Tasks and Performance Expectations	Critical Work Functions	Key Tasks	Performance Expectations
	Manage legal aspects of business or transactional matters	Provide legal advice to internal stakeholders on a broad range of legal issues	In accordance with: • Legal Profession Act • SCCA Code of Ethics and Standards of Professional Conduct for In-House Counsel
		Analyse deal or transactional proposals and legal issues to formulate legal solutions	
		Oversee due diligence on the target business entity or individual	
		Draft and manage contracts or other legal documents	
		Support or conduct negotiations with counterparties (where necessary)	
		Oversee compliance with post-completion legal obligations (where applicable)	
		Engage and/or coordinate with external counsel	
		Act as liaison between key internal stakeholders and the external counsel	
		Manage concerns and expectations of business units and internal stakeholders on legal issues and risk exposure	
	Support risk and compliance management	Advise on risk or compliance related documentation (e.g., internal governance papers, communications to regulators)	
		Develop or review internal risk management or compliance policies or processes (e.g., Data Protection Management Programme)	
		Track changes in relevant laws and regulations and advise on necessary adjustments to policies	
		Assess and evaluate new and revised compliance and regulatory requirements of the jurisdiction(s) within which organisation operates in and advise stakeholders how these may impact risk exposure and compliance obligations	
	Manage disputes and crises	Manage investigations or fact-finding processes (e.g., conducting interviews)	
		Assess the potential legal implications of a dispute or crisis and recommend actions (e.g., damages, penalties)	

		Manage potential legal issues as they arise during the dispute or crisis	
		Review correspondences or communications (e.g., letters of demand, reports to regulators, publicity statements)	
		Manage legal proceedings (where applicable)	
	Support legal budget & project management	Provide input on legal budget and law resource matters	
		Review or track legal expenditure (including external counsel fees) against approved budgets	
		Support legal cost-saving / process optimisation initiatives through use of legal technology (e.g., benchmarking external counsel rates)	
	Manage people and performance	Supervise or delegate work across legal team	
		Coach and mentor junior team members (e.g., to improve performance and manage stress)	
		Contribute to performance feedback of junior team members and staff	
	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	
		Flag and address ethical issues and dilemmas	
		Provide guidance on ethical issues to junior team members and/or business units	

Skills and Competencies	Technical Skills and Competencies		Critical Core Skills	
	Legal Business Acumen	Advanced	Collaboration	Intermediate
	Business Risk Assessment	Intermediate	Communication	Intermediate
	Crisis Management for Legal Professionals	Intermediate	Problem Solving	Intermediate
	Contract Drafting	Advanced	Developing People	Basic/Intermediate
	Deal Structuring	Intermediate	Digital Fluency	Basic
	Due Diligence	Advanced		
	Legal Writing	Advanced		
	Legal Research and Analysis	Advanced		
	Legal Matter Management	Intermediate/Advanced		
	Negotiation	Intermediate		
	Professional Ethics	Intermediate		
	Stakeholder Management for Legal Professionals	Intermediate		

The information contained in this document serves as a guide.