

## Senior Manager - Legal Management

Job Title	Senior Manager		
Division	Corporate Division		
Department	Legal Department		
Section	Legal Management		
Location		Direct Reports	None
Reports To	Managing Director	Version Number	1
External Relations	cial authorities.Ministry of Trade and Industry.Po	Guide Number	6972
Internal Relations	All departments	Job Code	

### Basic Function

Defending the rights and interests of SMSA via legal expertise against other parties by conducting thorough case studies of existing or any potential legal issues or conflicts. Fully understand, drive and promote SMSA vision, culture and values.

### KEY Responsibilities

#### General

- Ensure proper legal documentation.
- Prepare departmental budget for department heads' review.

#### Judicial

- Receive letters of invitation (attendance of the Court).
- Preparation of responses for the legal hearing.
- Process and gather all evidence for establishing legal grounds for the issues.
- Attend court hearings in the courts while representing the company.
- Provide legal advice to management.
- Explain and discuss updates to the company's legal councilor after attending the court hearings.

#### Contracts

- Review all contracts for the company and provide feedback based on legal advice.
- Review any notices issued by the complaining parties.
- Clarify and explain differences on contracts with companies.
- Review the staff dismissal decisions from the Saudi labor law perspective.
- Preparation of letters addressed to the police.

#### Policies and procedures

- Review of internal regulations and compliance with the labor rules.

#### Report

- Prepare monthly, quarterly, semi-annual, and annual reports on the number of cases and the size and number of consulting contracts.

## EHS

- Ensuring that all safety related equipment and systems, particularly firefighting, alarm, emergency lights and similar equipment are identified, listed and scheduled as part of the preventive maintenance program, and that they remain in safe & good operational condition at all times
- Coordinating with maintenance staff concerning occupational health & Safety, and environmental management
- Coordinate and Participate in the departmental EHS system activities including hazard identification, safety awareness and procedures implementation, waste management, environmental aspects identification, and EHS audits
- Overseeing and monitoring all the work activities in order to make sure that work- and job-related hazards are identified and the work is being performed safely, following the OHS system / rules, and considering the environmental management principles
- Coordinating with the Maintenance Engineer / contractor regarding the execution of the preventive/corrective maintenance activities
- Actively participates in the development and implementation of EHS objectives & programs, and lead EHS audits / inspections. Take a major role in incident reporting & investigation
- Participates in the emergency response plan, development, and in conducting emergency drills
- Actively participates in the EHS audits / inspections. Take a major role in incident reporting & investigation
- Coordinate and participate in the paper and other recycling programs, communication & management
- Planning and supervising the EHS awareness and training activities and ensuring competence of all personnel
- Supervising the EHS internal audits, inspections, and corrective / preventive actions effectiveness

## Business Continuity

- Providing leadership, commitment, support, and resources to the BCMS.
- Assign responsibilities and authorities for other BCMS roles.
- Establishing and communicating the BC policy.
- Ensuring the performance of the BCMS is monitored, reviewed, and continually improved.
- Promoting and contributing to the BC culture

Competencies - Professional and Technical	
Behavioral Competencie	
Influence	Level 4
Networking/Relationship building	Level 4
Planning & Organizing	Level 4
Stress Management	Level 4

Competencies – EHS
<p>Knowledge of basic environment health and safety requirements</p> <p>EHS corporate objectives awareness</p> <p>Awareness of EHS requirements in the QEHS management systems</p> <p>Have attended EHS awareness training (if applicable)</p> <p>Awareness of Environment Health Safety incident reporting</p>

Organizational Competencies
Intermediate
<i>*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)</i>

Decision Making

Key Performance Indicators (KPIs)
Abide by the goal setting forms (Individual KPI'S) of the current financial year

Qualification : Education and Experience
<p>Bachelor's Degree (Preferred specialization in their field of work). (Those in finance/ accounting jobs must be a CPA or equivalent.), At least five (5) years of relevant work experience, 2 years of which should be in managerial capacity, preferably in the same industry.</p> <p>or</p> <ul style="list-style-type: none"> <li>●Diploma, certificate courses with over 8 years industry experience of which at least 2 years has been in management position</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>●Diploma, certificate courses with over 10 years industry experience of which at least 4 years has been in Supervisory position</li> </ul> <p>*Note: Industry Experience wherever its applicable</p>

Date Of Release

Prepared By:	Reviewed by:	Approved by:	Endorsed by:
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Updated by:	Date:	Approved by:	Date:
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<b>Employee Name:</b>

I hereby confirm my utmost commitment in fulfilling all the requirements including above and any amendment to this document.  
Management reserves the right to amend the Job description at any time without prior notice.

<b>Signature:</b>	<b>Date:</b>