



Position Profile

Position Title	Legal Advisor
Current Job Holder	
Division	Corporate Planning Division (MELAA/MELAL)
Location	Melbourne
Reporting To	Legal Counsel MELAL / General Manager Corporate Planning Division
Directly Supervising	
Salary Group	Grade M5
Date Prepared	January 2019
Reviewed By	
Job Holder:	Name (print)..... Signature..... Date:
General Manager:	Name (print)..... Signature..... Date:
Human Resources:	Name (print)..... Signature..... Date:

Position Purpose

This position provides legal advice to MCA and other Mitsui entities within Oceania in connection with the conduct of Mitsui's business, in particular its trading and investment activities. The primary focus is to ensure the legal interests of Mitsui are protected and the integrity of all contracts which Mitsui might enter into with third parties. This position also assists Mitsui to meet its legal requirements in the general conduct of its business in respect of company law, employment law, international trade, compliance and other law.



Core Activities

Core Responsibilities	Key Tasks for the Core Responsibility
Contract-related Legal Advice <i>(45% of overall activities)</i>	<p>Provide timely advice to a client group which includes MCA Projects Division, Mitsui Bussan Woodchip (MWO) and other business divisions primarily within Melbourne regarding all contractual legal matters by;</p> <ul style="list-style-type: none"> • Reviewing all draft contracts and suggesting improvements to protect Mitsui's interests while remaining legally compliant. • Assisting in meetings with third parties to resolve issues/conflicts arising during pre-contract negotiations. • Ensuring all contracts executed in a proper manner and all contractual arrangements are suitably archived for ease of retrieval in the event of disputes during or after commission of the contracted arrangements. • Assisting in the timely and cost effective resolution of disputes arising during or after the commission of contracted arrangements as required. This includes claims for damages, injunctions, arbitrations and litigations, whether initiated by third parties against Mitsui or by Mitsui against third parties. • Recommending the engagement of external legal advisors where advisable and supervise their work to maintain cost/budget control.
Project Work <i>(45% of overall activities)</i>	<p>Assist with specific projects which might be required from time to time as directed by Senior Management from MBK, APBU or MCA. Bring legal knowledge and expertise to such projects as necessary to assist in their successful conclusion.</p>
Compliance-related matters <i>(10% of overall activities)</i>	<p>Assist with MELAL Legal Counsel to ensure that MCA and group companies are aware of and understand the need for compliance with the legal requirements by –</p> <ul style="list-style-type: none"> • Providing or arranging to provide awareness trainings for Mitsui staff on matters including but not limited to the anti-discrimination, harassment and bullying legislation, the anti-bribery and corruption law, the competition law. • Assisting in the timely and cost effective resolution of disputes arising in conjunction with compliance matters as required. This includes claims for damages, injunctions, arbitrations and litigations, whether initiated by third parties against Mitsui or by Mitsui against third parties. • Updating Mitsui internal policies and procedures.
Supporting Responsibilities	Key Tasks for the Supporting Responsibility
General Assistance	<ul style="list-style-type: none"> • Provide general assistance as required by the General Manager Corporate Planning Division in the execution of their duties.

Organisational Context

This position provides legal advice and support to MCA and other Mitsui entities within Oceania and supports the objectives of the Legal Division of APBU and MBK in the commission of regional or global objectives. This position reports locally to the General Manager of Corporate Planning Division and functionally to the APBU Legal Division. This position is that of a technical specialist and advisor to General Managers and Managers within Mitsui.



Performance Indicators

- Prompt and accurate advice provided to requests for information from all staff.
- Work completed in accordance with predetermined deadlines.
- High level of compliance achieved and maintained with relevant legislation, policies and procedures.
- Feedback from managers, employees and group companies.
- Strong adherence to Mitsui's Mission Vision Values (MVV) and the principles of Yoi Shigoto.
- Timely and cost effective resolution of contractual issues and conflicts.
- Delivery of compliance training for all staff in line with business requirements and the compliance action plan.
- All Ringi approvals meet compliance requirements.
- MCA and group companies (where applicable) comply with reporting obligations under the Corporations Act.

Decision Making

This position will not make decisions about whether or not contracts or other arrangements will be entered into but advise as to the risks of so doing and will seek to minimise Mitsui's risk exposure. Advice is based on the job holder's personal knowledge or the law and detailed knowledge of Mitsui's business requirements.



Business Contacts

Internal:

- Mitsui Oceania Managers and GMs - in relation to business contract related matters.
- GM HR - in relation to employment related matters.
- GM Corporate Planning - in relation to Compliance matters not related to the above.
- MBK and APBU Legal Division staff - in relation to matters including internal policy and ongoing education.
- All Mitsui Oceania staff - in relation to compliance matters including training and education and help with relation to resolving related issues.

External:

- Mitsui appointed legal advisors – to brief them in respect of advice sought and to review advice given.
- Government authorities to which Mitsui has reporting obligations – for the purpose of inquiry and lodgement of reports and documents.
- Third party suppliers of education or other services – applicable to Mitsui employees regarding compliance and training.
- Customers and suppliers to Mitsui and their legal representatives – in relation to the establishment, interpretation or resolution of disputes regarding contracts between Mitsui and such customers and suppliers.
- Legal education and accreditation bodies – in relation to personal education to ensure continuing relevant personal knowledge.

Leadership / Cooperation

Responsible for own work and supervise an external law firm when they are engaged to project works.

Not usually required to direct or supervise Mitsui employees.

Cooperates with other staff in creating smooth work flow, including assisting with each other's work when necessary.

Responsible for compliance of all Mitsui Oceania businesses through effective influencing and persuading of all senior staff within the business.



Person Specification

Qualifications:

- Undergraduate Law Degree (Bachelor of Law or equivalent study).
- Accredited by an appropriate Australian Law Society as a practising legal practitioner.

Post Qualification Experience:

- 2-3 year relevant experience in a law firm or similar commercial environment in Australia.

Skills Requirements:

- Comprehensive understanding of Australian and regional law.
- High level communication and interpersonal skills with an ability to deal effectively with all levels of staff and contacts and develop successful relationships.
- Effective persuasive skills and the ability to influence and recommend solutions. In particular, predict potential problems and develop alternative solutions.
- Effective presentation and training skills including experience presenting to and training large groups and senior management.
- Ability to identify and minimise commercial and legal risks.
- Ability to make sound judgements about highly sensitive/confidential information and to maintain absolute discretion as appropriate.
- High attention to detail.
- Excellent computer literacy including MS Word, Excel, Power Point and Outlook.
- Ability to work independently and effectively to tight deadlines.
- Ability to undertake multiple tasks and prioritise work to ensure all tasks are completed in a timely manner.