

POSITION DESCRIPTION

Position Title: Legal Business Partner - Animal Management (Fixed Term)	Direct Manager: Global Legal Lead – Animal Management	
Budget Responsibility: Nil	Direct Reports: 0	Indirect Reports: 0

WHAT YOU'RE HERE TO ACHIEVE

Key purpose: This role provides high quality legal support and insights to support Gallagher’s Animal Management division with decision making and implementation of the global and regional business strategy for the Animal Management side of the Gallagher business.

This role is for a fixed term of 6 months to support the Animal Management business during a time of particularly high workload.

The role will sit within a small but highly effective legal team based at our head office in Hamilton, New Zealand. You will report directly into the Global Legal Lead – Animal Management. The role will require you to work closely with the Global Legal Lead - Animal Management as well as globally across the Animal Management business to ensure stakeholders receive timely, practical, and accurate legal advice. Our team operate in partnership with the business and support Gallagher to deliver on key strategic objectives.

Key functions of this role will include:

- Providing pragmatic legal advice as needed to the Animal Management business as applicable.
- Supporting legal compliance both in New Zealand and internationally, including training on key topics as appropriate and ensuring visibility of new processes, contractual templates, and legislation.
- preparing and supporting the business in drafting and negotiating key contracts.

WHERE YOU'LL FIT IN #TEAMGALLAGHER



WHO YOU'LL BE WORKING WITH

INTERNAL RELATIONSHIPS	EXTERNAL RELATIONSHIPS
Wider Legal team, Wider Animal Management team.	Key External Law Firms.

WHAT YOU'LL BE DOING

Key Accountability	Outcomes/ Expectations
Legal Contracts	<ul style="list-style-type: none"> • Drafting and supporting the business in the negotiations of key contracts. • Providing support to the business for ongoing contract management. • Keeping up-to-date with relevant legislation and changes impacting the business. • Delegating and managing external counsel as appropriate. • Liaising and working with the Global Legal Lead - Animal Management, the Legal team, and key stakeholders across the Gallagher business.
General Legal Support	<ul style="list-style-type: none"> • Assisting in the on-going development and maintenance of legal templates/precedent documents. • Assisting the Global Legal Lead – Animal Management with implementing Legal projects within the business to respond to contractual or business changes.

	<ul style="list-style-type: none"> • Supports decision making through providing pragmatic and outcome focused legal advice and solutions and by advising on legal requirements. • Supports and contributes to continuous improvement initiatives across other Legal related processes and initiatives.
Build Enduring Partnerships	<ul style="list-style-type: none"> • This role is about working effectively with the Legal team, the Animal Management team and the broader Gallagher business by providing high quality advice and solutions, drafting and implementing commercial contracts and processes that protect and enhance Gallagher’s interests. • Operates in line with our values and purpose. • Develops strong working relationships with the wider Legal team to ensure Legal strategy and frameworks are well embedded in the business, including support to ensure processes and business alignment to identify and protect core IP.

Including any other duties not specified that may be required to complete the role, and as requested by the Reporting Manager.

HOW YOU’LL BE DOING IT

Qualifications and / or Experience:

- LLB (minimum).
- Current practicing certificate.
- 4-8 years legal experience post admission in commercial and contract law
- Proven experience as part of a high-performing team focused environment
- Additional experience working within a commercial organisation or focused private practice area is preferable but not essential.

Skills / Competencies:

- Commercial acumen – clear understanding of strategic direction and drivers, with strong negotiation and decision-making ability.
- Customer focus – dedicated to exceeding the needs and expectations of internal (& external) customers.
- Plan & execute - self-motivated with excellent planning and organisational skills, the ability to prioritise tasks to meet deadlines and effectively managing changing priorities.
- Collaborative – proven ability to engage highly with wider teams to deliver outcomes.
- Growth / continuous improvement – seeing the problems and solving them in new and innovative ways.
- Digital savvy – engage widely with people through digital tools.
- Well-developed ability to analyse and interpret complex information and make effective, well-reasoned decisions.
- A culture champion – able to confidently evangelise what Gallagher stands and believes for.

Protect what matters most.

Our purpose and our values apply to our extended Gallagher family including our employees, customers, partners and community.

