

Position: Legal Advisor

Grade : 4

Team: Legal

Reporting to: Director of Legal/ Head of Legal

Contract: Permanent

Hours: 37.5 hrs per week

Mission

Our Mission is to promote good business, protect the public from financial loss and preserve Gibraltar's good reputation as a financial services centre.

The Role

The individual will form an important part of assisting the Legal Team in seeking to support and protect the GFSC in identifying and mitigating legal risks; providing fair and proportionate risk-based advice to assist the GFSC with achieving its regulatory objectives and functions.

Key responsibilities

- Building relationships with GFSC teams to assist in providing clear and concise legal advice when required to support the GFSC's statutory objectives whilst participating and contributing to the work of other teams within the GFSC.
- Review recommendation papers for decisions and offer pragmatic, proportionate advice on possible legal risks and options including recommending decisions on new permissions, changes, and variations to regulated firms and regulated individuals.
- Draft and review legal opinions, memorandums, and briefing documents.
- Assist in drafting, negotiating, and administering contracts and other legal documents to ensure the GFSC's full legal rights are protected.
- Identify important legal issues.
- Keep up to date with legislative changes that may have implications for the GFSC.
- Provide effective input on the development of statutes, rules, guidance, and regulatory strategy relating to regulatory laws and procedures.
- Conduct research and legal analysis.
- Keeping up to date with relevant industry developments.
- Assist in instructing, liaising, and receiving advice from external legal counsel and/or professional advisers and experts.
- Supporting and, in some cases, delivering, the implementation of new processes and systems.
- Operating with internal level standards.
- Writing comprehensive and accurate memos, letters, and reports.
- Taking clear minutes of meetings, forwarding these promptly to meeting participants, making changes as required in a timely and accurate manner.
- Identifying, reporting, escalating, and managing risks, risk events, controls, and management actions in a timely manner in line with the GFSC's standards and policies (including risk appetite) and proactively engage with risk function.
- Ensuring that the applicable databases used by the GFSC are accurate and maintained/updated in a timely and accurate manner.
- Responding to external and internal queries in a timely, professional, and helpful manner.

As a member of the GFSC Legal Team you are:

- Authorised to draft and issue legal advice from the Legal Team to all other Teams.
- Authorised to instruct, manage and receive legal advice from external Counsel on behalf of the GFSC.

Skills

- Have good analytical, researching and drafting skills
- Have the ability to draft legal documents, including legal opinions
- Have the ability to deal appropriately with confidential information
- Demonstrate personal accountability and take proactive responsibility with high integrity
- Presents options and solutions when it comes to decision making on tasks on projects
- Looks for opportunities for the team to take on new challenges as well as share their skills/abilities
- Establishes and maintains strong relationships with internal and external stakeholders
- Provides assistance and feedback in the problem solving process
- Openly encourages other team members to voice their ideas and concerns
- Shows respect for differences and diversity, and challenges without personalizing issues
- Provides recommendations to individuals and teams on ways to improve performance and meet defined objectives
- Plans the workload effectively so that tasks/projects are delivered without affecting normal performance

Academic Requirement: Qualified lawyer

Compensation & Benefits

The GFSC reviews our employee benefits package each year to ensure that we offer competitive benefits to our employees. The discretionary benefits we currently offer are:

- Pension scheme
- Health insurance
- Death in service cover
- Travel Insurance
- Flexitime
- Annual Leave starting at 25 days with the option to purchase a further 5 days annual leave each year
- Corporate gym rates
- Employee Assistance Programme for yourself and household family members