



ROLE DESCRIPTION

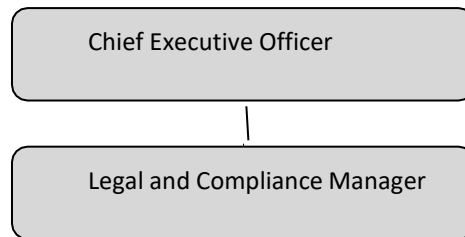
JOB TITLE	Legal and Compliance Manager	VERSION DATE	November 2024
NAME OF INCUMBENT		NUMBER OF POSITIONS	1
LOCATION		DEPARTMENT	
JOB FAMILY		REPORTS TO (Position)	CEO
GRADE			

PRIMARY PURPOSE

The Legal and Compliance Manager is a highly experienced and competent legal practitioner responsible for the development, implementation, maintenance, and overseeing of all legal and compliance matters of the Trust. This role ensures that the Trust operates in compliance to the Trust Deed, all applicable laws and regulations. Ensures that the Trust complies across a broad spectrum of specific regulatory requirements. The role also involves development and implementation of policies and procedures to promote ethical behavior and minimize legal risk for the Trust.

The Legal and Compliance Manager consults internal management within the Trust and provides regulatory compliance reports to Trustees and management. The role is responsible for handling a variety of moderately complex assigned legal projects and coordinates legal matters requiring legal assistance.

ORGANOGRAM



KEY PERFORMANCE AREAS AND RESPONSIBILITIES

Key Performance Area	Performance Outputs
Legal Services	Provide Legal services by: <ul style="list-style-type: none"> • Ensuring that the Trust complies across a broad spectrum of specific regulatory requirements • Providing legal support to existing projects and handling a variety of moderately complex assigned legal projects • Monitor changes in legislation and regulations that may impact the trust's operations and advise on necessary action. • Manage relationships with external legal counsel and regulatory authorities as needed. • Reviewing legal documentation and providing advice on appropriate action • Provide legal advice and support to the Trust on various matters, including contracts, regulatory compliance, Non-disclosure agreements, etc. • Maintaining Contracts and Agreements Register

Compliance Management	<p>Manage and ensure compliance by:</p> <ul style="list-style-type: none"> • Conduct regular compliance audits and risk assessments to identify and address potential areas of non-compliance. • Train and educate Trust employees on compliance requirements and best practices • Investigate and address any compliance violations or breaches that may occur and report to relevant authorities where required. • Work closely with other departments to ensure alignment on compliance matters • Stay informed about industry trends and best practices in compliance • Devising programs for monitoring by staff of procedures pertaining to requirements and policies impacting on the business and report on any breaches and ensure that corrective action is taken • Develop and implement compliance policies and procedures to ensure adherence to applicable laws and regulations • Developing and documenting compliance procedures/risk management plans, annual compliance plan for all staff within organization and maintain a compliance manual • Ensuring internal policies are in place and adhered to • Preparing monthly, quarterly and ad hoc reports for CEO and committees as required • Ensuring the integrity and accuracy of the compliance database and attending to quality assurance of compliance database
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ADHOC: Perform any and all responsible tasks given by the Manager

MINIMUM REQUIREMENTS (What is required to perform the Essential Duties)

Minimum	Ideal
<ul style="list-style-type: none"> • Bachelor's degree in law and admission as an Attorney or Advocate • Minimum of 10 years' experience in legal and compliance roles • Proven track record of managing other professionals, especially legal practitioners 	<ul style="list-style-type: none"> • Master's degree or professional certification in risk or compliance will be an added advantage • Experience as in-house legal counsel will be advantageous

Knowledge, Skills and Abilities Required (Competencies & level of competencies)

Minimum

Managerial and Technical Competencies:

- Strong knowledge of South African laws and regulations, including those relate to trusts.
- Excellent analytical and problem-solving skills
- Strong communication and interpersonal skills
- Ability to work independently and handle multiple tasks simultaneously
- Proficiency in Microsoft Office and legal research tools
- Experience with compliance software and systems
- People management

Generic Competencies:

- Attention to detail
- Organising
- Administration
- Adaptability
- Commitment and excellence
- Transparency
- Ethics and Integrity
- Initiative
- Diligence

WORKING CONDITIONS office bound/on-site/travel

Office Environment, local travel

I have reviewed and determined that this role description accurately reflects the position

Manager signature	Date	Employee signature	Date
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Human Resources signature	Date		
<p>The preceding job description has been designed to indicate the general nature and level of work performed by employees. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.</p>			

Role Profile 2024 – Legal and Compliance Manager