



JOB DESCRIPTION – LEGAL ADVISOR

Job Title: Legal Advisor

Department: Legal and Compliance

Reports To: Head of Legal

Job Overview

The Legal Advisor at Trendie is a crucial role dedicated to safeguarding the organisation's legal interests while supporting its strategic goals. You will provide expert legal advice on a range of corporate, commercial, and regulatory matters, ensuring compliance with local, state, and federal laws. Additionally, you will be responsible for contract management, dispute resolution, and advising on corporate governance, all while working collaboratively with other departments to facilitate sound business decisions.

Key Responsibilities

- **Provision of Legal Counsel:** Deliver thorough legal advice across a spectrum of corporate, commercial, and regulatory issues to support the company's business operations and strategic direction.
- **Contract Management:** Draft, review, and negotiate contracts, agreements, and other legal documents, ensuring the protection and advancement of the company's interests.
- **Compliance Oversight:** Ensure adherence to all applicable laws, regulations, and industry standards by providing expert guidance on regulatory compliance requirements and implementing relevant procedures.
- **Dispute Resolution:** Manage legal disputes effectively, overseeing litigation, arbitration, and mediation processes, including liaising with external counsel where necessary.
- **Corporate Governance:** Provide guidance on matters of corporate governance, including board meetings, shareholder relations, and adherence to internal corporate policies and legal obligations.

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- **Legal Research:** Conduct in-depth legal research on emerging issues, trends, and legislative developments to inform decisions and maintain up-to-date knowledge of applicable laws and regulations.
- **Risk Mitigation:** Develop and implement proactive legal strategies aimed at identifying and minimising potential risks, safeguarding the organisation's assets and interests.
- **Cross-Departmental Collaboration:** Work closely with key departments, ensuring legal considerations are integrated into operational and strategic decisions, providing clear and business-oriented legal solutions.
- **Training and Development:** Design and deliver internal training sessions to raise awareness of legal and compliance requirements, fostering best practices across the organisation.

Qualifications and Experience

- **Education:** Bachelor of Laws (LLB) or Juris Doctor (JD) from a recognised and accredited institution, with admission to practice law in Australia.
- **Experience:** Minimum of 3 years of experience in corporate or commercial law, either within a corporate legal department or a reputable law firm.
- **Legal Expertise:** Demonstrated proficiency in corporate, commercial, and regulatory law, including contract law, dispute resolution, and regulatory compliance.
- **Contractual Acumen:** Advanced skills in drafting, reviewing, and negotiating legal contracts and agreements.
- **Research and Analytical Skills:** Strong capability in conducting legal research and providing clear, well-reasoned legal advice.

Skills and Competencies

- **Communication:** Exceptional verbal and written communication skills, with the ability to simplify complex legal concepts and deliver them clearly to non-legal stakeholders.
- **Independence:** Ability to manage multiple legal matters simultaneously and independently, maintaining a high level of attention to detail.



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- **Confidentiality:** High level of discretion and professionalism, particularly in dealing with sensitive and confidential legal matters.
- **Technical Proficiency:** Competence in utilising legal research databases, legal case management systems, and related software.
- **Practical Legal Advice:** Ability to offer clear, commercially-focused legal advice that aligns with business objectives and operational priorities.

Working Conditions

This is a full-time position based at Trendie's headquarters. Occasional travel may be required for court proceedings, meetings with external counsel, or regulatory bodies. The role demands a high level of confidentiality, professionalism, and ethical integrity when managing sensitive legal matters.

Key Performance Indicators (KPIs)

- **Risk Management:** Effectiveness in identifying, assessing, and mitigating potential legal risks to the organisation.
- **Accuracy and Timeliness:** Precision and punctuality in the provision of legal advice and the preparation of legal documents.
- **Contract Negotiation Success:** Ability to negotiate favourable contract terms and resolve legal disputes efficiently and effectively.
- **Regulatory Compliance:** Assurance that the company is compliant with all applicable laws, regulations, and industry standards.
- **Strategic Contribution:** Active participation in shaping the organisation's legal policies, frameworks, and strategies to support long-term business objectives.

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Company Values and Culture

At Trendie, our values are grounded in integrity, diligence, and innovation. As a Legal Advisor, you are expected to exemplify these principles, ensuring the organisation operates within the bounds of the law while maintaining its commitment to ethical business practices and regulatory compliance.

Career Development Pathway

As a Legal Advisor at Trendie, you will have opportunities to advance within the organisation, progressing to roles such as Senior Legal Advisor, Head of Legal, or General Counsel. Additionally, there are opportunities to specialise further in areas such as corporate governance, compliance, intellectual property, or commercial litigation, depending on your career goals and interests.

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