

TATA TRUSTS

| Role Details | | |
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| 1. | Role | Legal Officer |
| 2. | Function | Finance, IA, SCM, Admin |
| 3. | Grade | Equivalent to Grade 6 |
| 4. | Location | Mumbai |
| 5. | Nature of Employment | FTE-1 year |
| 6. | Reporting to | Head of Legal |

| Role Overview: |
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| The Legal Officer will support the organisation in reviewing, drafting, and negotiating contracts, ensuring compliance with relevant laws and regulations. The role involves providing legal advisory support, managing legal documentation and tools, and assisting with data privacy implementation. The ideal candidate will work independently while collaborating with cross-functional teams to mitigate legal risks and support organisational objectives. |

| Key Responsibilities: | |
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| 1. | Contract Review and Negotiation: <ul style="list-style-type: none">Draft, negotiate, and finalise agreements, including grant letters, services agreements, procurement agreements, Memoranda of Understanding, work orders, purchase orders, and non-disclosure agreements etc.Provide post-execution support, including advising on compliances/obligations and preparing documents for amendments, breach notices, and termination notices.Maintaining repository of executed contracts. |
| 2. | Legal Advisory & Compliance: <ul style="list-style-type: none">Implementing/managing legal compliance tool for statutory compliance, advising on the legal aspects relating to various statutory compliance requirements.Strong understanding of data privacy laws including Digital Data Protection Act, 2023. Implement data privacy programme across the organisation.Demonstrate a strong understanding of applicable laws and regulations, including data privacy laws, FEMA, FCRA, and intellectual property laws.Identify potential legal risks and provide strategic advice on risk mitigation strategies. |
| 3. | General legal support: <ul style="list-style-type: none">Conduct legal research.Maintaining legal trackers, keeping track of filings and updates as necessary. |

| Stakeholders | |
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| Relationship (within organisation) | CEO, Function Heads, Thematic Heads, Internal Teams |
| Relationship (outside organisation) | Vendors, legal consultants, empaneled partners |

| Skills & Competencies: |
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| <ul style="list-style-type: none">Excellent drafting, research, communication and stakeholder management skills. |
| <ul style="list-style-type: none">Proactive and committed. |
| <ul style="list-style-type: none">Analytical and solution oriented. |
| <ul style="list-style-type: none">Strong attention to detail. |
| <ul style="list-style-type: none">Collaborative and able to work effectively with cross-functional teams. |
| <ul style="list-style-type: none">Ability to work independently and collaborate with teams. |

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| Essential Qualification & Experience: |
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| <ul style="list-style-type: none">• Bachelor's degree in law (LL.B.) from a reputed university in India. |
| <ul style="list-style-type: none">• Minimum 5-7 years of post-qualification work experience, with at least 2-3 years in a well-recognized law firm. |
| <ul style="list-style-type: none">• Strong background in contracts review and drafting, and privacy law compliance. |
| <ul style="list-style-type: none">• Demonstrated ability to review and interpret complex contracts, identify risks, and communicate actionable recommendations. |