

TATA TRUSTS

Role Details:		
1.	Role	Legal Officer, Contracts & Advisory
2.	Function	Legal
3.	Grade	Equivalent to Grade 4
4.	Location	Mumbai
5.	Nature of Employment	On-roll employee
6.	Reporting to	Senior Manager, Legal

Role Overview:	
<ul style="list-style-type: none"> The Legal Officer will undertake contractual assignments (drafting, reviewing and negotiating agreements) and compliance / advisory matters (such as implementing DPDP Act and advising on employment laws/labour code) as the primary role. The role also involves reviewing / updating templates of various legal documentations (such as service agreements, supply agreements and purchase orders), maintaining repository of contracts and ensuring compliance with applicable laws including employment laws, and assisting with data privacy compliance implementation. The candidate is expected to work independently with minimal supervision while collaborating with cross-functional teams to mitigate legal risks and support organisational objectives. 	

Key Responsibilities:	
1.	<p>Contractual Assignments:</p> <ul style="list-style-type: none"> Independently draft, negotiate, and finalise agreements, including grant letters, services agreements, procurement agreements, EPC Contracts/ Infrastructure Project Contracts, 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. Reviewing and updating template of agreements, POs etc and develop SoP for contractual matters/processes. Maintaining trackers and repository of executed contracts.
2.	<p>Legal Compliance & Advisory:</p> <ul style="list-style-type: none"> Implementing compliance framework for data privacy laws / Digital Data Protection Act, 2023. Advising on legal / regulatory matters and compliances, such as the labour and employment laws. Implementing/managing legal compliance tool for statutory compliance, advising on the legal aspects relating to various statutory compliance requirements.
3.	<p>Disputes Matters:</p> <ul style="list-style-type: none"> Handling contentious / dispute matters including drafting / reviewing applications, petitions and other legal submissions, briefing counsel, and attending court proceedings.

Stakeholders	
Relationship (within organisation)	Function Heads, Thematic Heads, HR, Procurement and other Internal Teams.
Relationship (outside organisation)	Legal Consultants, External Counsel and Law Firms.

Skills & Competencies:	
<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. 	

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| • Strong attention to detail. |
| • Collaborative and able to work effectively with cross-functional teams. |
| • Ability to work independently and collaborate with teams. |

Essential Qualification & Experience:
• Bachelor's degree in law (LL.B.) from a reputed university in India.
• 5 to 8 years of post-qualification work experience (preference for persons who have worked in a well-recognized law firm).
• Strong background of handling contractual assignments and compliance / advisory matters. Strong understanding of relevant laws and regulations, including Companies Act, 2013, data privacy laws (DPDP Act), employment laws, CSR framework and FCRA.
• Demonstrated ability to independently review and interpret complex contracts, identify risks, and communicate actionable recommendations.