

TATA TRUSTS

Role Details:		
1.	Role	Legal Officer, Litigation & Real Estate
2.	Function	Legal
3.	Grade	Equivalent to Grade 3B/4
4.	Location	Mumbai
5.	Nature of Employment	FTE-3 year
6.	Reporting to	Head, Legal

Role Overview:	
	<ul style="list-style-type: none"> The Legal Officer will be responsible for end-to-end handling of disputes and property related matters for the organisation and its allied organizations as the primary role and support the other members of the Legal team in other matters such as advisory and contractual matters. The person is expected to work under minimal supervision and seamlessly collaborate with other members of the Legal team, depending on the nature of matter. This position requires strong drafting, assessment / research and articulation skills.

Key Responsibilities:	
1.	<p>Disputes Management:</p> <ul style="list-style-type: none"> Draft, review and finalize pleadings, applications, notices, petitions, replies, written submissions, and other litigation-related documentation. Manage and oversee all litigation, arbitration, regulatory proceedings, and pre-litigation matters. Develop and advise on litigation strategies. Efficiently collaborate with internal stakeholders and external counsel to ensure comprehensive approach. Track and monitor ongoing cases, hearings, and compliance with litigation timelines. Prepare periodic litigation reports and updates for senior management.
2.	<p>Real Estate Legal Matters:</p> <ul style="list-style-type: none"> Conduct / oversee title diligence of properties; provide assessment and suggest measures to protect / strengthen the interests of the organization. Review and assess title documents, approvals, permissions, and related property records. Draft, review, negotiate and finalize leave & license agreements, lease deeds, leave & license agreements and sale / transfer deeds. Provide and implement strategy on property-related disputes, possession issues, encroachments, and related litigation. Coordinate with external counsel, local advocate, surveyors, and government authorities on real estate matters. Advise internal stakeholders on applicable property laws, land regulations, registration requirements, and regulatory approvals. Keeping up-to-date internal records of the property documents.
3.	<p>Legal Advisory & Drafting:</p> <ul style="list-style-type: none"> Provide legal advice to internal stakeholders / functions. Conduct legal research and provide opinions on applicable laws and regulatory requirements. Identify potential legal risks and provide strategic advice on risk mitigation strategies. Drafting / reviewing agreements, MoUs and other documents.

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Stakeholders	
Relationship (within organisation)	Project Management Group / Estates Department, Function Heads, Procurement and other Internal Teams.
Relationship (outside organisation)	Legal Consultants, External Counsel and Law Firms.

Skills & Competencies:
• Excellent drafting, research, communication and stakeholder management skills.
• Proactive and committed.
• Analytical and solution oriented.
• 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.
• 7 to 10 years of post-qualification work experience (preference for persons who have worked in a well-recognized law firm).
• Strong background in disputes management / litigation matters, real estate matters, and labour and employment laws. Strong understanding of procedural requirements before different forums including City Civil Court, High Courts, and Regulatory Bodies (<u>experience of handling matters before the Charity Commissioner would be preferred</u>).
• Demonstrated ability to handle disputes / contentious matters and real estate matters.