

ROLE DESCRIPTION

Job Role:	Legal Counsel – Corporate		
Job Level:	Work Location:	Department:	
Click or tap here to enter text.	London	General Counsel	
Purpose of Role:	<ul style="list-style-type: none"> To work as part of a team to provide direct support to the Chief Counsel - Corporate in managing the legal matters of Harbour Energy plc 		
MAE*/MATTE* and HSE* Critical Responsibilities:	<ul style="list-style-type: none"> Ensure that all activities are carried out in a safe manner complying with all regulatory requirements, legislation and Harbour Energy HSEQ procedures 		
Areas of Responsibility Competence Level:	<p>Responsibilities:</p> <ul style="list-style-type: none"> - Supporting the Corporate legal team members and the Chief Counsel - Corporate in providing accurate and timely legal advice on a broad range of corporate matters. Key clients will include functions across the business such as Treasury, Finance, Trading, Strategy/M&A, HR, Pensions, Contracts & Procurement, Investor Relations, IP and others. - Drafting and negotiating, and supporting the business with driving through to conclusion, a variety of corporate, financing and other commercial contracts - Drafting and working with CoSec as required on corporate authorisations and KYC documents - Demonstrating project management skills and ability to coordinate input from multiple teams on larger projects such as diligence exercises and delivery of conditions precedent - Coordinating and managing external counsel where required - Keeping abreast of legal developments affecting our business and clients/relevant functions and advising other team members of developments at regular intervals - Performing any other duties or assignments that would be ordinarily expected of the role holder or as otherwise required by the business from time to time 		

Owner:	Mark Reid Manager – Human Resources	Approver	Corinne Kelt Senior VP Human Resources		
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Issue Date:	23 April 2021	Review Frequency:	2 years	Rev No	1

Key Personal Attributes: (Refer to Appendix 1 for guide. Select top 5 as appropriate.)	<input type="checkbox"/> Communication and Influence <input type="checkbox"/> Accountability, Decision Making and Judgement <input checked="" type="checkbox"/> Teamwork <input type="checkbox"/> Leadership and Supervision <input type="checkbox"/> Coaching	<input checked="" type="checkbox"/> Adaptability/Flexibility <input type="checkbox"/> Conflict Prevention <input checked="" type="checkbox"/> Problem Solving <input checked="" type="checkbox"/> Results Orientation <input checked="" type="checkbox"/> Promotes Harbour Energy's Core Values and Business Principles	
Critical Skills* Qualifications Experience, etc.: (* Indicate either preferred or essential.)	<ul style="list-style-type: none"> • Qualified solicitor in England & Wales with relevant legal experience for the role gained in-house or working for a reputable law firm • 0-4 PQE as a guide • Ability to take on the varied nature of the role and related ability to manage numerous such projects and conflicting demands • Enthusiastic about the role and takes a keen interest in changes to the relevant legal and regulatory landscape and communicates them to the business in a timely manner • Clear and confident communicator who can apply relevant legal regulation to the business and who knows when to ask for guidance from more experienced team members • Excellent team player who shows willing to support the wider team on tasks however big or small 		
Reporting Links:	<ul style="list-style-type: none"> • Reporting in to Chief Counsel - Corporate 		
Signatures: (Print form, sign and date.)	Employee Signature	Click or tap to enter a date. Date	Manager Signature Click or tap to enter a date. Date
* Abbreviations: HSE Health, Safety and Environment MAE Major Accident Event MATTE Major Accident to the Environment			
Last Reviewed or Updated:	19/07/2022 Date		

APPENDIX 1 KEY PERSONAL ATTRIBUTES

COMMUNICATION AND INFLUENCE

Understands the value of clear, well thought out communication and active listening, coupled with honest and respectful responses to achieve positive outcomes and maintain productive relationships.

ACCOUNTABILITY, DECISION MAKING AND JUDGEMENT

Understands that part of business success is a result of individual and collective decision-making, based on sound judgement, competency and integrity.

Willing to accept responsibility for their actions and executes work in an honest and respectful way that materially influences how Harbour Energy and its employees are perceived by stakeholders.

Recognises the importance of fact over opinion and that the best solution may not always be the most obvious.

TEAMWORK

As a team member, displays a consultative, non-territorial and collegiate approach that promotes trust and support.

As a manager, recognises that caring passionately about the welfare and wellbeing of their people as much as the business itself delivers and sustains a positive team dynamic, commitment, team spirit, pride, trust and group identity.

LEADERSHIP AND SUPERVISION

As a leader, develops a broad understanding of Harbour Energy's Core Values and Business Principles. Recognises opportunities and threats, industry trends, emerging technology and displays initiative, energy and commitment in carrying out Harbour Energy's Core Values through inspiration, an active coaching style utilising appropriate resources and a safe proactive culture.

As a supervisor, has clarity of purpose to successfully influence and focus the team on the safe achievement of the planned objective utilising effective planning and appropriate resources.

Ensures that the right information is provided at the right time to promote excellent decision making; takes advantage of the collective expertise of team members to undertake and deliver the work; encourages knowledge exchange within the team; helps decide where to invest critical resources; links long-range visions and concepts to daily work tasks.

COACHING

Recognises and supports the notion that 'their success is my success' and that investing in coaching time is advantageous for both Harbour Energy and the development of individuals.

ADAPTABILITY/FLEXIBILITY

Copes under pressure and views adaptability and flexibility as positive attributes.

CONFLICT PREVENTION

Takes proactive and timely steps to prevent situations that could otherwise result in unnecessary confrontations and negatively affect the ability to work together in a positive and constructive manner.

PROBLEM SOLVING

Possesses the ability to carefully and systematically tackle a problem in a timely fashion, utilising a logical approach to deliver a safe and economical outcome.

RESULTS ORIENTATION

Takes active responsibility for the achievement of collective and personal goals and objectives within agreed timeframes within the framework of Harbour Energy's Core Values and Business Principles.

PROMOTES HARBOUR ENERGY'S CORE VALUES AND BUSINESS PRINCIPLES

Understands and actively promotes Harbour Energy's Core Values and Business Principles in all aspects of their professional life.