Duty Location: Brussels

JOB DESCRIPTION

Managing Counsel
Office of the Legal Adviser
Grade: G22

This is a position within the NATO Communications and Information Agency (NCIA), an organization of the North Atlantic Treaty Organization (NATO).

To strengthen the Alliance through connecting its forces, the NCI Agency delivers secure, coherent, cost effective and interoperable communications and information systems in support of consultation, command & control and enabling intelligence, surveillance and reconnaissance capabilities, for NATO, where and when required. It includes IT support to the Alliances’ business processes (to include provision of IT shared services) to the NATO HQ, the Command Structure and NATO Agencies.

The Office of the Legal Adviser plays a key role in enabling smooth operations of the NCIA in support of NATO 2030 and digital transformation. This Office advises numerous stakeholders on a wide range of legal matters and is responsible for identifying legal risks and advising on mitigation strategies across the entire organization. This Office works closely with many internal and external stakeholders including business operations, HR, Acquisition, the NATO Enterprise, and individual NATO nations. The Office of the Legal Adviser has numerous responsibilities including: advising on significant technology procurements and commercial-level contracts; advising on cybersecurity and cyber defence matters; advising on intellectual property and export control issues; negotiating and drafting multinational technology agreements with NATO bodies and Nations; advising on a host of employment issues governed by specific NATO rules; litigating disputes in external fora; representation before the NATO Administrative Tribunal; advising on privileges and immunities across many NATO Nations, advising on NATO governance rules and overall administrative law in a technology enterprise within an international defence organization context.

Under the oversight of the Legal Adviser (Director), the Managing Counsel is a skilful lawyer and experienced manager, with significant expertise in cross-cutting legal domains. S/he plays a key role in supporting the Legal Adviser in managing the day-to-day organization of legal staff and business matters, and providing legal expertise on matters relevant to a defence technology body in an international organization. The NCIA’s work spans multiple NATO and partner nations, and encounters the ever-evolving challenges of a customer-funded (billable) business model within a public body. As such, this role is most suitable for a highly efficient, versatile, and strategic lawyer with the ability to adapt easily to a variety of professional and national cultures, sophisticated legal acumen with strong understanding of current technology issues (e.g. cybersecurity, data policies, cloud policies), and diverse international experience gained in both the public and/or private sector.

Duties:
Under the direction of the Director (Legal Adviser), the incumbent will perform duties such as the following:

Subject Matter Leader
− Advise Agency and NATO stakeholders on corporate, defence and international law topics, including: procurement, technology contracts, arbitration, data protection, intellectual property rights, governance, privileges and immunities, employment, export licenses, tax, customs duty exemptions, operational law, and non-disclosure agreements
Advise Agency stakeholders on current legal issues affecting technology and cyber organizations and employees (located across 12 NATO nations)
Advise Agency stakeholders on NATO rules including financial, procurement, and governance regulations and policies, in support of the Agency’s technology implementation and acquisition role
Draft, negotiate, and review multilateral agreements with NATO nations and other international bodies
Develop plans and conduct training on a broad range of legal matters including cybersecurity, data protection, employment, ethics
Lead dispute resolution cases pertaining to employment disputes, fraud, disciplinary matters
Anticipates and implements solutions to existing and potential legal problems
Designs legal analysis strategies to support organizational goals

Leadership
Organize both predictable and ad hoc workflow in an environment that blends corporate legal work with a crisis response mandate, to ensure optimal effectiveness in delivery; Develop and manage workflow and resource processes to optimize provision of advice and sharing of institutional knowledge
Manage, guide, and advise lawyers in personnel disputes and representation before the NATO Administrative Tribunal
Deputize for the Director (Legal Adviser) when required

Management & Coordination
Manage legal staff comprising a team of civilian and military lawyers, and support staff, and Agency expectations in alignment with the Strategic Plan and Business Plan; directly support the Legal Adviser in implementing the Legal Office’s strategic vision and operational plans
Build strong relationships across the Agency, Agency Supervisory Board, NATO and NATO nations to enhance effectiveness and pertinence of legal advice, and contribute to strategic direction of the Legal Office
Provide advice and guidance to all levels of governance, including the Agency Supervisory Board
Represent the Legal Adviser in proceedings before the NATO Administrative Tribunal

Experience and Education:
A Master’s degree in Law at a nationally recognised/certified University in a related discipline and 10 years post-related experience. Or a Bachelor’s degree with 15 years post related experience.
Broad experience (at least 10 years) as a lawyer, with managerial responsibilities, in the public or private sector handling a combination of issues such as: employment issues, technology / cybersecurity matters, data protection, contract and in-house corporate matters, administrative review proceedings, procurement, litigation/arbitration, and public international law
Demonstrated skill in ensuring productivity and efficiency in a public or private service delivery organization
Excellent written and verbal advocacy skills including the ability to analyse complex questions quickly and draft succinctly
Demonstrated experience in roles requiring adaptation to complex and fast changing political environments
Demonstrated experience in understanding and addressing client needs in a technology setting
Desirable Experience and Education:

- Prior experience of working in an international environment comprising both military and civilian elements
- Experience working with rules governing personnel matters in an international organization
- Litigation experience
- Experience managing outside counsel
- Knowledge of NATO responsibilities and organization, including ACO and ACT.
- Demonstrable experience in enhancing team communications and conflict management

Language Proficiency:

- A thorough knowledge of one of the two NATO languages, both written and spoken, is essential and some knowledge of the other is desirable.
- **NOTE:** Most of the work of the NCI Agency is conducted in the English language.

Competencies or Personal Attributes:

- **Leading and Managing** – Provides others with a clear direction, sets appropriate standards of behaviour, delegates work appropriately and fairly, motivates and empowers others, provides staff with development opportunities and coaching, recruits staff of a high calibre.
- **Formulating Strategies and Concepts** - Works strategically to realise organisational goals; sets and develops strategies; identifies, develops positive and compelling visions of the organisation’s future potential; takes account of a wide range of issues across, and related to, the organisation.
- **Relating and Networking** - Easily establishes good relationships with customers and staff; relates well to people at all levels; builds wide and effective networks of contacts; uses humour appropriately to bring warmth to relationships with others;
- **Deciding and Initiating Action** - Takes responsibility for actions, projects and people; takes initiative and works under own direction; initiates and generates activity and introduces changes into work processes; makes quick, clear decisions which may include tough choices or considered risks.
- **Adapting and Responding to Change** - Adapts to changing circumstances; Accepts new ideas and change initiatives; Adapts interpersonal style to suit different people or situations; Shows respect and sensitivity towards individual differences; Deals with ambiguity, making positive use of the opportunities it presents.
- **Delivering results and meeting customer expectations** - Focuses on customer needs and satisfaction; Sets high standards for quality and quantity; Monitors and maintains quality and productivity; Works in a systematic, methodical and orderly way; Consistently achieves goals.