

ROLE DESCRIPTION: LEGAL COUNSEL

WHAT YOU DO

Ensure that the business goals and actions comply with all applicable laws, rules, regulations, statutory orders, notifications etc.

Advise management on all legal matters.

WHO YOU ARE

Personality

Open to change and taking part in creating an organization for the future

Curious, innovative, and forward thinking

Self-reflective and empathetic

Professional skills

Company Secretary with at least 5 years of experience

Strong communication skills (written and verbal)

Collaborative approach

HOW YOU DO IT

By acting in line with our values, having the right mindset and leadership [if applicable] you contribute to H&M's business success. You act as an ambassador for the customer centric shift, have a growth mindset and encourage cross-functional collaboration You promote a positive and open environment where opinions, views and ideas are shared, proactively bring innovative ideas and explore growth opportunities No matter what your role may be at H&M – WHAT you do is as important as HOW you do it.

WHAT YOU DO

Your responsibilities

Corporate Secretarial	<ul style="list-style-type: none">● To support the Company Secretary in various secretarial functions to ensure compliance of the Companies Act, 2013 and Rules made thereunder.● Assist in convening statutory meetings of the Board and shareholders● Maintenance of statutory records and registers● Preparation and filing of statutory returns and forms (including XBRL filing) with MCA/RBI and other govt. authorities as required under law.
Compliances	<ul style="list-style-type: none">● To monitor, control and audit compliances for support office, regional offices and stores across India. This includes but not limited to HR (Labour Law) Compliance, local law compliance and commercial functions through implementation of proper systems, processes, trainings, audits etc.● To deal with various statutory, regulatory, government and judicial authorities for seeking various approvals, permissions, registrations, licenses etc● Evaluate the potential impact of current and future legal and regulatory environment on the operation of the organisation.
Contract management	<ul style="list-style-type: none">● To support management in negotiation and finalization of contracts; Contract management through proper systems, processes and controls

WHO YOU ARE

Your knowledge

Knowledge = education, skills, experience

Education	<ul style="list-style-type: none">• Company Secretary with at least 5 years of experience.
Skills <i>list the most important skills needed to perform the job. Skill is defined as ability to use knowledge in execution and performance. Skills can, but don't have to be related to formal education, eg. accounting skills, digital marketing, stakeholder management, communication skills.</i>	<ul style="list-style-type: none">• High analytical capability• Great communication and team collaboration skills• Ability to influence and align stakeholders in other teams to drive results• Fluent in English, both written and spoken• Ability to handle multiple matters concurrently• Able to work well both independently and as part of a team.• Able to communicate well and work in a cross-functional team to achieve common goals.
Experience <i>list relevant previous work related (and private if applicable) experience that could be beneficial for the role</i>	<ul style="list-style-type: none">• At least 5 years of experience, preferably with a multi-national corporation or a law firm or a combination of both with a strong understanding of corporate transactions.• Sound understanding of Companies Act, 2013, Secretarial Standards and best Corporate Governance practices. Knowledge of following areas of law shall be preferred – Commercial, Labour, Industrial, Environment, Consumer, Competition laws, Advertisement, Contracts, Information Technology, IPR, Privacy, Customs, Legal Metrology etc.• Experience in drafting, reviewing and negotiating agreements
Personal Characteristics How you lead and what drives you	<ul style="list-style-type: none">• INFLUENCING<ul style="list-style-type: none">- Engage and inspire others- Is able to influence stakeholders

	<ul style="list-style-type: none">● FLEXIBLE<ul style="list-style-type: none">- Adapts easily to new challenges and circumstances- Has the ability to change direction when needed- Is able to multi- task- Is motivated by variety and ever-changing surroundings● DECISIVE AND ACTION ORIENTED<ul style="list-style-type: none">- Has a high energy level and stamina- Gets things done- Self driven- Thrives in a high-pace environment● COMMUNICATIVE<ul style="list-style-type: none">- has a wide network of contacts- communicates openly with others- can maintain relationships- prefers working in a team
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HOW YOU DO IT

Your behaviours: living the values, growth mindset, leadership (if applicable)

No matter what your role may be at H&M – WHAT you do is as important as HOW you do it. This part applies to all roles at H&M and should not be edited.

Our Values The spirit that defines our culture and reflects the heart and soul of H&M	Values in action Our values described as behaviours – shared by all H&M colleagues regardless of role		
<ul style="list-style-type: none">• We are one team• We believe in people• Entrepreneurial spirit• Constant improvement• Cost conscious• Straight forward and open minded• Keep it simple	TEAM PLAYER <ul style="list-style-type: none">• Being open minded• Communicating clearly• Enjoying teamwork• Being flexible	RESULT DRIVEN <ul style="list-style-type: none">• Working towards goals• Trying new things• Improving efficiency• Developing yourself	BUSINESS MINDED <ul style="list-style-type: none">• Focusing on customer value• Taking responsible decisions• Seeking opportunities• Seeing the bigger picture
Growth mindset (also called the agile mindset)	<ul style="list-style-type: none">• Positive attitude to change / embrace challenges / persevere in the face of failure• Desire to learn / putting effort to build new skills / learn from mistakes / ask for feedback and learn from it• Find inspiration in success of others		