



Subsector: Enterprise

Job Family: Legal

Impact Level

Today, this role is responsible for supporting the running of legal department operations and legal administrative activities.

Medium Impact

Consolidated Activities

	Today	Future
Legal Research and Analysis	Execution involves extraction of information for regulatory bodies, head office, and other government authorities. The manual extraction from different systems can be time consuming.	AI-enable software will be used to filter and analyse legal databases to look for relevant information, allowing more sources to be processed in less time. Job holders will spend more time with analysis and identifying insights.
Filing and Documentation	Execution is repetitive and document intensive making it tedious and prone to human error.	RPA can be used to draft standard legal documents and automate routine filing of documents. Some human judgment is required for oversight and managing quality of output.
Vendor and Stakeholder Management	Execution can be time and document intensive, with large amounts of correspondence going between parties. However, partnership and 'people' skills are needed to effectively engage and communicate effectively.	Digital tools will facilitate dissemination of correspondence and communication. Human intervention will remain critical to manage effective working relationships and manage exceptions.

In the next

3-5 years ...

This role will continue to support the legal department operations and administration, but using technology to speed up efficiency of completing tasks. The job holder would be required to oversee and manage the use of digital tools, and focus more on project management and vendor management activities.

Skills Differentiators:

- ▶ **Advanced Digital Acumen/Literacy:** The job holder will need to stay abreast of latest technologies to effectively incorporate, manage and use digital tools to support legal activities.
- ▶ **Cybersecurity:** The job holder will possess awareness and knowledge of cybersecurity risks and work to proactively mitigate them through controls and safeguards
- ▶ **Risk Awareness:** The job holder will be aware and proactively identify risks that need to be addressed by the business from a legal capacity
- ▶ **Lateral Thinking:** The job holder will demonstrate the ability to connect the dots across different types of information as part of legal research to draw insights to support plans for addressing legal matters
- ▶ **Process Excellence:** The job holder will identify business processes which can be improved and seek opportunities to achieve efficiency in operations and legal administration.

