

JOB TITLE: Legal Associate - Contracts **JOB LOCATION:** UniOps Bangalore Centre

ABOUT UNILEVER:

Be part of the world's most successful, purpose-led business. Work with brands that are well-loved around the world, that improve the lives of our consumers and the communities around us. We promote innovation, big and small, to make our business win and grow; and we believe in business as a force for good. Unleash your curiosity, challenge ideas and disrupt processes; use your energy to make this happen. Our brilliant business leaders and colleagues provide mentorship and inspiration, so you can be at your best. Every day, nine out of ten Indian households use our products to feel good, look good and get more out of life – giving us a unique opportunity to build a brighter future.

Every individual here can bring their purpose to life through their work. Join us and you'll be surrounded by inspiring leaders and supportive peers. Among them, you'll channel your purpose, bring fresh ideas to the table, and simply be you. As you work to make a real impact on the business and the world, we'll work to help you become a better you.

ABOUT UNIOPS:

Unilever Operations (UniOps) is the global technology and operations engine of Unilever offering business services, technology, and enterprise solutions. UniOps serves over 190 locations and through a network of specialized service lines and partners delivers insights and innovations, user experiences and end-to-end seamless delivery making Unilever Purpose Led and Future Fit.

Who we are...and what we offer

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We're establishing three Legal Powerhouses in Bangalore, Mexico City and Barcelona, which will be an integral part of the Legal Function and provide defined, structured services to our other lawyers and to the wider business.

Where this position fits-into the team:

Part of the Unilever Legal Powerhouse – a team we're currently building, which will consist of around 50 colleagues in Bangalore

Integral part of the Unilever's Legal Function - a global operation consisting of approximately 400 lawyers and specialists

Based alongside the Uni Ops Function in Bangalore – a wider team of 1,600 that powers Unilever's compass strategy through world class business operations enabled by technology and innovation

Role purpose

To negotiate terms and conditions with third parties with whom Unilever business wish to contract, by both influencing them to accept our own standard templates or, alternatively, negotiating the use of their templates, with changes that suit Unilever's interests.

To ensure there are adequate schedules included in the overall supplier contracts so that the contract risk profile of 3rd party suppliers providing or supporting Unilever information and systems is adequately managed and addressed.

To interact with Unilever legal team who own the contracts' expertise in order to ensure that up to date we

revision of clauses, templates and schedules are used.

Governance & Compliance

Support the operation of governance schedules and processes for key suppliers

Support the operation of required ongoing compliance activities for key suppliers.

Understand changes to standard clauses, and highlight deviations and risks, if outside of standard clauses.

Ensure the organisation's internal contract document templates are accurate and up to date.

Identify opportunities to improve current contract processes and devise plans to implement these changes

Stakeholder Management

Support the development and management of stakeholder relationships within Unilever and with key third parties, including within Legal, Procurement, Finance, Digital Marketing, HR, local Data Protection Officers and other businesses.

Key Interfaces

Legal (including external legal counsel)

Procurement

Data Privacy

Key Skills

Relevant Experience

Professional qualification in Law.

Contract negotiation skills, from both a Legal and Procurement perspective

Excellent communication and stakeholder management.

Essential

2 - 8 years hands-on experience in contract drafting/reviewing/negotiating role.

Achieving outcomes and results by influencing the way resources not in your control are utilised.

Attention to detail.

Ability to work with colleagues across multiple time zones and countries.

Willingness and drive for process excellence.

Excellent written and verbal communication skills.

Preferable

Understanding of procurement and Legal aspects of supplier relationships.

Experience within a consumer goods or retail environment.

Industry experience working within a large complex business environment requiring analysis of data and making balanced risk decisions would be an advantage.

Leadership Behaviors

Execution Responsibility

Bias for Action

Growth Mindset

Consumer and Customer Focus