

Job Profile

Job Title	Senior Legal Advisor	Department and location	Edge Growth Ventures (Johannesburg/ Cape Town)
Job purpose	<p>Responsible for providing support to the legal function in its responsibilities to Edge Growth Ventures, including strategic legal advice primarily to an investment function required to deploy over R200m per year in 10-12 new transactions and a portfolio management function supporting over 60 investee companies across 5 funds.</p> <p>Responsible for management of junior team member/s within the legal function.</p> <p>Expected to have an advanced legal knowledge in the fields of corporate commercial/mergers & acquisition and finance, with advanced strategic and interpersonal skills.</p>		
Reports to	General Counsel	Reportees (position)	Legal Advisor/s
Qualifications	<ul style="list-style-type: none"> LLB (Bachelor of Laws) degree, completion of articles and admission as an attorney of the High Court Other commercial qualification a benefit 	Experience	<ul style="list-style-type: none"> 6+ years of post-qualification corporate & commercial experience, with a preference of exposure to mergers & acquisitions private equity / venture capital fund structuring and early stage debt and / or equity transactions

Core activities

Leadership

20% weighting

- Manage legal advisor in Legal team, building capability and managing his/her growth and development accordingly
- Contribute to the culture in line with the Edge culture and our EPIC values
- Participate in legal forums/rhythms
- Foster transformation in the business in line with the Edge Transformation vision and model
- Contribute to the innovation infrastructure that will set the tone to enable the Ventures team to innovate
- Actively participate and contribute to the appropriate Ventures and Edge-wide forums
- Report and consult with General Counsel on all legal aspects on a regular basis

Deal Making

30% weighting

- Maintain and contribute to legal template development and updates
- Provide input on legal concerns arising during due diligence process related to potential investees
- Provide strategic assistance to the Investment Team regarding structuring deals (including debt, equity, mezzanine), term sheet negotiation, preparation &

- finalisation of transaction documents and supporting documents (resolutions, notices etc.), attendance to signings and closings related to investment transactions
- Support the Deal Team in briefing external attorneys where necessary and in the ongoing engagement

Portfolio Management

30% weighting

- Provide guidance to staff within the Portfolio Management Team as required by providing input on compliance, legal breaches, restructuring and other legal matters as required
- Intervene where necessary in events of non-compliance by investees, including drafting of letters of breach, notification of events of default and other action which may be required by the relevant Fund
- Consult with external counsel regarding the relevant Fund's options related to action that may need to be taken in the event of non-compliance
- Provide support to growth support initiatives

Operations

20% weighting

- Provide strategic input to the Operations team regarding contracts entered into by the Funds with clients and service providers



Leadership competency	Proficiency level
Transformation	Intermediate
Innovation	Intermediate
Customer Centric	Advanced
Care and Growth Nurturer	Intermediate
Owner Leader	Intermediate

Core competency	Proficiency level
Change Agile	Advanced
Emotional Intelligence	Advanced
Communicates with Impact	Intermediate
Operational Excellence	Advanced
Problem Solving	Advanced

Technical competency	Proficiency level
Contract Management	Advanced
Data Management and Reporting	Advanced
Attention to Detail	Advanced
MS Office	Advanced
Stakeholder Management	Intermediate
Planning and Organising	Advanced
Research	Advanced
Analytical Skills	Advanced
Governance and Compliance	Advanced
Equity and Debt Legal Structuring	Advanced
Legal Fund Structuring	Intermediate
Legal Due Diligence	Advanced
Risk Management	Advanced
Supplier Management	Intermediate
Legal Insight and Solution Generation	Intermediate

I have reviewed and determined that this role description accurately reflects the position.

 Manager's signature Date

 Employee's signature Date

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the role described, nor are they intended to be such a listing of the skills and abilities required to perform the work. Rather, they are intended only to describe the general nature of the role.

