

TATA TRUSTS

Role Details		
1.	Role	Legal Officer
2.	Function	Finance, IA, SCM, Admin
3.	Grade	Equivalent to Grade 5
4.	Location	Mumbai
5.	Nature of Employment	FTE-3 Years/ On-rolls employee
6.	Reporting to	Legal, Senior Manager

Role Overview:

The role focuses on handling contractual matters (drafting, reviewing, negotiating and finalizing), particularly infrastructure/constructions projects, litigation, regulatory advisory and real estate (land purchase) matters. This position requires strong business partnership, sound legal judgment, and the ability to work both individually and collaboratively.

Key Responsibilities:

1.	Contract Drafting, Review & Negotiation: <ul style="list-style-type: none"> Draft, review, negotiate, and finalize agreements, including Design & Build contracts, EPC contracts, project management / consultant contracts, General Conditions of Contract (GCC), bids/RFPs/RFOs, services agreements, procurement agreements, Memoranda of Understanding, work orders, purchase orders, and non-disclosure agreements etc. Provide post-execution support, including advising on compliances / obligations and preparing documents for amendments, breach notices, and termination notices. Maintaining repository of executed contracts.
2.	Disputes: <ul style="list-style-type: none"> Manage all aspects of civil and commercial litigation cases including arbitration matters. Conduct legal research, draft pleadings, motions, and briefs. Liaise with external counsels and internal stakeholders. Assessing the legal notice, advising on legal implications and preparing response.
3.	Legal Advisory & Compliance: <ul style="list-style-type: none"> Demonstrate a strong understanding of applicable laws and regulations, including corporate laws, governance, data privacy laws and FCRA. Advising on compliance of laws, identify potential legal risks and provide advice on risk mitigation strategies.
4.	Other Important Areas <ul style="list-style-type: none"> Title search, due diligence, drafting and negotiating conveyance/lease/license documents.

Stakeholders

Relationship (within organisation)	CEO, Function Heads, Thematic Heads, Internal Teams
Relationship (outside organisation)	Vendors, legal consultants, empaneled partners

Skills & Competencies:

<ul style="list-style-type: none"> Excellent drafting, research, communication and stakeholder management skills.
<ul style="list-style-type: none"> Proactive and committed.
<ul style="list-style-type: none"> Analytical and solution oriented.
<ul style="list-style-type: none"> Strong attention to detail.
<ul style="list-style-type: none"> Collaborative and able to work effectively with cross-functional teams.

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Essential Qualification & Experience:	
•	Bachelor's degree in law (LL.B.) from a reputed university in India.
•	Minimum 5-7 years of post-qualification work experience, with at least 2-3 years in a well-recognized law firm.
•	Strong background in construction/infrastructure contracts, title diligence and dispute resolution.
•	Demonstrated ability to review and interpret complex contracts, identify risks, and communicate actionable recommendations.