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Job Description

- **Legal Advice and Counseling**
  - Perform due diligence; gather all relevant facts and documents; play a lead role in work with Law Clerks, Paralegals and/or other Attorneys in due diligence;
  - Conduct complex research and determine applicable and pertinent laws, statutes, regulations, rules, and other legal authority; identify legal issues and make strategic recommendations;
  - Monitor and review new laws, regulations, and case law; identify and summarize relevant issues;
  - Collaborate with other areas of L&R department; Proactively provide advice and counsel to business unit on the impact of new laws on business;
  - Provide advice and/or legal approval related to company documents, policy, practices, and procedures;
  - Provide advice and counsel partners on emerging legal issues and risk;
  - Counsel business partners on strategic initiatives and serve on project teams as needed to provide legal advice;
  - Support Law & Regulation Department senior management on high level issues.

- **Drafting and Negotiation**
  - Draft, review, and / or negotiate moderately complex matters and agreements
  - Draft and / or review non-routine correspondence and communications
  - Review and revise business cases and supporting documentation

- **Business Knowledge and Acumen**
  - Gather facts from business partners to understand strategic goals and objectives they intend to achieve from intended action
  - Work with business colleagues to develop and implement change
  - Determine if/how business processes / practices need to be modified and play a lead role with business partners to implement change
  - Determine extent of other AOR involvement; Understand integration points and play a lead role with other areas of responsibility that may be impacted to manage change
  - Recommend and obtain appropriate approval for resolution, if warranted
  - Play a key role in strategy determination, action planning, and communication with business partners, business units, and other areas of Law & Regulation, as appropriate

- **Project Management**
  - Lead project management initiatives for complex projects, including coordination with mid-level business management and occasional exposure/interaction with senior level business management, and collaboration between legal teams within L&R and with business partners, as appropriate

- **Management of Outside Counsel**
  - Perform bill/file reviews and perform budget oversight;
  - Evaluate and recommend if outside counsel should be retained;
  - Retain, supervise, manage, and coordinate work with outside counsel, if applicable.
  - Interpersonal/Communication
  - Attend board and committee meetings, as appropriate
  - Participate in and prepare for meetings with external parties
  - Participate in meetings with Law & Regulation Department senior management;
  - Interact with mid-level business management, with occasional exposure to senior level business management;
  - Participate in relevant external industry groups
Job Qualifications

- This position can be located in either Northbrook, IL OR Lincoln, Nebraska

  - Intermediate skills/abilities/experiences in the following areas: legal knowledge, business knowledge, issue management, analytical skills, influencing others, coaching and development, self development, and productivity
  - Possesses a juris doctorate and a license to practice law in Illinois (and/or other states as required);
  - 5+ years related experience typical;
  - Computer skills, including MS Office suite, used in or related to the tasks performed;
  - Exercises discretion and maintains confidentiality of sensitive information;
  - Demonstrates ethics and integrity;
  - Has relevant experience within a reputable law firm or an in-house legal department for a mid- to large sized organization;
  - Insurance-industry experience preferred;
  - Knowledge of legal holds and discovery processes.
  - Management & Supervisory Skills
  - Budget management skills;
  - Project management skills and law firm/vendor management experience; Law & Regulation
  - Able to interact with all levels of personnel and supervise/oversee the work of more junior level employees

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