

Honeywell Job Description			
Job Title:	Assistant General Counsel, Real Estate (Americas)		
Employee Name:	Open Position		
Primary Manager: (Name & Title)	Hilary McDowell, Assistant General Counsel (Global Real Estate) [effective 30 April 2016]	Direct Reports:	None
Department Name:	Corporate Law Department	EID:	
SBG/SBU:	CORP/LAW	Valid From:	

Position Purpose:

Brief summary of position’s purpose/the primary objective or role

The Assistant General Counsel, Real Estate (Americas) reports directly to the Assistant General Counsel (Global Real Estate), with matrix manager reporting to Americas Real Estate Director. The Assistant General Counsel, Real Estate (Americas) is the real estate legal leader for the Americas Region partnering with the Americas Global Real Estate Team and business and functional teams to support the Company’s Americas real estate initiatives, as well as M&A initiatives and global initiatives that involve and/or otherwise impact the Americas’ Region. The Assistant General Counsel, Real Estate (Americas) may be located in any of Chicago, IL, Minneapolis, MN or Morris Plains, NJ.

Key Areas of Responsibility and Roles

Describe the key activities that are necessary to fulfill the purpose of the role (specific targets for a certain period do not include).

The key areas of responsibility and roles include:

- Delivery of real estate legal services in a timely and effective manner across the Americas Region.
- Serve as the first point of contact with respect to the legal aspects of all real estate initiatives in the Americas for the Americas Global Real Estate team; Corporate Law Department; Procurement; and Business Development (M&A); and work with other stakeholders (including Treasury, Tax, Risk Management, Government Relations and Environmental Legal and HSE).
- Support the Company’s real estate initiatives for the Americas’ Region including purchases, sales, leases/subleases, Brownfield initiatives and procurement activities (including construction related contracts and third party vendor relationships). This support includes analysis and advice on all legal and regulatory issues (including zoning, permitting and approval requirements); drafting, negotiating and managing transaction documentation; title and survey matters (including analyzing and addressing title issues); interacting with title insurance carrier(s), addressing title insurance related requirements and arranging for issuance of title insurance policies (including owner, leasehold and easement policies of title insurance); lease analysis for consolidation, early termination and surrender opportunities (including identification of surrender and dilapidation issues); and corporate secretarial matters (including authorized signatories) in support of real estate initiatives.

- Provide real estate functional support to the Business Development teams for business acquisitions, divestitures and joint ventures including real estate due diligence, identification and analysis of potential real estate legal risks, and real estate advice/input re definitive agreement. Lead support for transactions focused in the Americas’ Region; Support Assistant General Counsel, Global Real Estate, for global transactions; Support regional real estate counsel for transactions focused in the EMEAI and AP Regions.
- Manage external counsel for matters in the Americas’ Region efficiently and on a cost-effective basis; implement processes and procedures for outside counsel real estate support throughout the Americas’ Region; drive the fee estimate process; and act as central point of contact for approval of real estate invoices.
- Develop and drive standardized processes, procedures and templates for the efficient delivery of legal services in the Americas’ Region and as a part of the global real estate legal team.
- Support the Law & Government Relations real estate website including taking the lead regarding the Americas’ real estate website initiatives, posting Americas best practice documentation, policies and procedures, reference library documentation, and other matters of real estate interest associated with the Americas Region.
- Support business GC(s) to manage real estate claims/litigation matters.

Qualifications, Experience and Knowledge: /General

(Define as “Essential” or “Preferred” and Qualify Statements as “Excellent”, “Good/Proficient” or “Basic”)

<p>Education and Qualifications:</p>	<p>The Assistant General Counsel, Real Estate (Americas) must have:</p> <ul style="list-style-type: none"> • JD/LLB or equivalent degree and be a member in good standing of the relevant legal bar. • Master’s program and/or similar such program (focus on business) a plus. • Significant experience handling real estate transactions in the Americas (US, Canada, Mexico and other Latin American countries) including property sales and purchases, build to suit leases, negotiating with governmental entities, and zoning, permit and licensing requirements. Experience supporting Brownfield real estate transactions a plus.
<p>Experience Required:</p>	<ul style="list-style-type: none"> • 6+ years experience with major law firm and/or corporation (specialty - real estate) as an attorney. Combination of major law firm (with a minimum of 3 years experience) and corporate experience preferred.
<p>Professional Skills and Knowledge:</p>	<ul style="list-style-type: none"> • Language Requirements: Fluent in English (both oral and written) Multiple languages a plus – particularly Spanish (both oral and written). • IT Requirements: Strong computer skills (word, excel, outlook, power point, etc.) • Other (certificate, etc.): Excellent real estate legal and analytical skills.

Required Skills and Personal Characteristics

(empathy, team work ability, managerial, communication, business, project skills, driving license, etc.)

Key Success Factors:

- Excellent leadership skills – proactive, driving results and process improvements.
- Personal presence; communication skills (oral and written) and credibility necessary to effectively interact with clients and management.
- Ability to organize and prioritize workload; handle multiple tasks and projects across multiple jurisdictions at the same time; ability to set priorities.
- Ability to work independently and aggressively drive key initiatives.
- Interest and ability to teach and to motivate business people in legal issues affecting real estate transactions.
- Demonstrable record of providing clients with advice that blends legal experience with an understanding of, and appreciation for, a client’s business objectives and different cultures and legal systems.
- Self-motivated, dedicated team player who takes a proactive approach in managing and seeking to continuously improve internal legal function.
- Ability to work successfully in different cultures and countries.
- Tolerance for taking and making calls at night and early morning to deal with clients with time-zone differences and/or urgent matters.
- Willingness to travel to different countries in Americas Region.
- Continuous self-learner.
- Strong intellectual capacity and high personal standards of excellence.
- Integrity and confidentiality; good judgment and decision-making skills.
- Ability to manage outside counsel cost-effectively and efficiently.

Personality

- Enthusiastic with strong interpersonal skills
- Positive and polite – non-emotional approach to problems
- Motivated, and interested in Company
- Take initiative and think ahead of the problem; innovative (make a difference)
- Capable of anticipation
- Willing to learn new things

Approved by Primary Manager <i>(signature)</i>	Approved by Employee <i>(signature)</i>
HR Manager <i>(signature)</i>	

Health and Safety Requirements

Employee must respect all the requirements related to occupational safety and health protection defined in Labor Code as well as employer internal regulations.

In addition to this job description there can be other specific tasked duties to cover based on the requirement of the primary manager or matrix manager.