

## Attorney (79326)- Northbrook, IL

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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

Please apply via: <http://stagep.applytracking.com/WWb4A>

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