

4.3 Legal Advisor

1. Function-information

Function Title	:	Legal Advisor
Reports functionally to	:	Office Operations Manager
Supervisor	:	Director
Place in Function Matrix	:	Expert - Level 8
Work- and Thinking level	:	WO (Bachelor)/WO (Master) (8+)
Salary scale	:	12
Part time (20 hrs) salary range	:	Naf 3,467 - Naf 4,910
Part time (16 hrs) salary range	:	Naf 2,774 - Naf 3,928

2. Contribution to the organization

The Legal Advisor is responsible for drafting legal and policy advice, conducting research, and monitoring the implementation of policies and legislation in the field of intellectual property law and the National Ordinance BIP.

3. Key responsibilities

- Monitors, analyzes, and researches legal, societal, and political developments in the field of intellectual property law and other relevant areas and considers its implications for the Bureau.
- Provides advice and proposes policies based on the aforementioned developments.
- Advises the director on complex and sensitive public administration and legal issues related to intellectual property and other relevant areas.
- Addresses issues with public administrative or political aspects.
- Develops instruments and procedures for policy implementation.
- Monitors and guides the implementation of policies (plans, intentions, and activities), conducts structured evaluations of the policies, and provides advice on its continuation or amendment.
- Prepares accountability reports on policy implementation and contributes substantively to management reports.
- Drafts letters, advice, agreements, statutes, covenants, and other documents for the Bureau.
- Prepares public administrative and/or civil law proposals (including liability claims, notices of default, seizures, quotations, etc.).
- Represents the Bureau in disputes, lawsuits, damage claims, and correspondence with third parties.
- Oversees the weekly national and international trademark committee, manages the overall trademark administration, and handles correspondence with stakeholders.
- Provides advice and sets priorities for information materials on intellectual property rights, creates informational materials, and verifies the legal content of awareness campaigns to increase public awareness of intellectual property rights.

4. Problem solving capability

Solves a complex set of practical issues, for which expert knowledge, analysis and overview are necessary e.g. policy, processes, project plan, business case, implementation. Advises on alternatives. Operates independently.

5. Planning horizon

1-3 years

6. Continuous improvement

Continuously initiates, improves and implements processes, methods, best practices and/or systems.

7. Autonomy

Operates independently, in line with objectives, processes, procedures, policies and budget. Results are reviewed from time to time. Coordinates subsequently with the Office Operations Manager and Director as needed.

8. Communication skills

Is able to convince others by arguments based on facts, practical knowledge and logic.

9. Coordination skills

Knows which steps to take and ensures an efficient plan and communicates continuously expectations and progress with relevant stakeholders. Keeps an overview and oversees the consequences of changing insights and circumstances. Takes action if necessary. Gives constructive feedback on performance and behavior. Also carries out teamwork.

10. Competency Profile

Accountability

Being accountable and passing on accountability for one's own actions and those of colleagues and the organization.

- Adheres to deadlines and appointments
- Is transparent when he/she anticipates problems or errors
- Communicates clearly to stakeholders when deadlines and agreements cannot be fulfilled
- Takes personal responsibility for his own mistakes or those of the department
- Acts in accordance with the organizational and quality standards
- Supports colleagues in an appropriate manner when he/she delegates tasks

Controlling Progress

The ability to control the progress of employees' processes, tasks, or activities and of one's own work and responsibilities.

- Evaluates progress from different points of view, such as costs, pace, quality, effort and people
- Phases change processes and indicates when progress needs to be checked
- Monitors actual progress from a helicopter view without overlooking relevant details
- Channels and directs information about progress from various sources (ensures management receives accurate information)

Organization Sensitivity

Showing awareness of the consequences of one's choices, decisions and actions for parts of or the entire organization.

- Understands the relationship between their own work and that of colleagues and takes this relationship into account
- Understands relationships and dynamics within the team
- Understands how procedures in various departments complement and affect each other
- Knows how to pass on information that is relevant to the organization to the right contacts

Result-Orientedness

The ability to take direct action to attain or exceed objectives.

- Takes directive action when objectives are in danger of not being attained
- Looks for alternatives when certain actions haven't led to the desired result
- Looks actively for the best way to achieve goals, considers their options carefully
- Maintains regular communication on the state of affairs with all people involved

Insight

Having and gaining insight into situations, problems and processes. Deconstructing problems and systematically analyzing the various components. Having a complete picture of the context and overview of the whole problem.

- Has insight into complex situations, problems, and processes
- Responds in a timely manner to other people's problems or requests
- Analyzes (partial)problems and draws clear, well-reasoned conclusions
- Finds new ways to solve problems

Workmanship

Independently carrying out one's work in accordance with professional standards of one's profession. Developing oneself in one's professional field. Having a thorough knowledge of one's field.

- Notices work to be done and takes the initiatives to get it done
- Shares knowledge, ideas, and insights with others
- Is alert to new trends and developments in his/her field and/or issues that relate to it and keeps his/her knowledge about it up to date
- Exudes professional adeptness, solves difficult technical problems, or actively seeks solutions
- Follows subject-related studies, courses, training courses etc