

## VISION

To position Exhibition World Bahrain as a leading global destination for our international guests and creating a long-term legacy and positive economic impact for the people of Bahrain.

## MISSION

To provide a multi-purpose, state of the art Exhibition and Convention Centre that offers innovative, flexible, and sustainable solutions and creating memorable experiences for our clients, delegates and visitors. **WE** are committed to sharing and imparting knowledge, building & developing skillsets and mentoring of Bahraini Nationals.

## GUIDING PRINCIPLES

**ONE TEAM – WE** support, respect, collaborate and work together as one. **WE** embrace and celebrate diversity and inclusion and recognize that each one of us, play a unique part in achieving overall success. We are one team.

**SERVICE EXCELLENCE – WE** create and deliver memorable world-class, unique experiences, through delivering high quality, innovative service, and products to the people of Bahrain and our international guests.

**OWNERSHIP – WE** do what we say we will do, deliver on our promises, and follow through. We take responsibility for our actions and bring solutions to the table. We own our responsibilities and follow these through to completion.

**INTEGRITY – WE** value and demonstrate integrity in everything we do –from the way we engage with our colleagues and guests, through to our stake holders. We are honest, ethical, and transparent in all that we do.

**SAFETY – WE** pride ourselves on operating and delivering a safe venue, always ensuring that safety is embedded in everything we do and becomes part of our DNA. Safety first every time.

**SOCIAL RESPONSIBILITY – WE** are committed to the health and well-being of our planet, the Bahrain community and our people and guests. **WE** strive to maintain a sustainable business through adopting world-class work practices through recycling, solar energy, reducing plastics, reducing food wastage and energy management. ***WE are committed to leading the way for the Bahrain community and our guests.***

- ▲ **Position:** Legal Advisor
- ▲ **Reporting Line:** General Manager
- ▲ **Department:** Executive

## ▲ Purpose/ Scope:

To provide assistance on all legal matters including regulatory and corporate issues, contract preparation, including reviewing and preparing vendor contracts, and coordinating with external legal counsel if necessary.

## ▲ Duties & Responsibilities:

### ▲ Legal Advisor

- ▲ Coordinates with all legal issues.
- ▲ Provides legal advice when requested on legal issues affecting corporate decisions.
- ▲ Providing assistance with dispute settlement and other formalities
- ▲ Drafts, reviews and assists with the issuance and negotiation of contracts by EWB.
- ▲ Provides legal advice on all aspects of the laws of Bahrain, including labour law, contracts, and commercial practices.
- ▲ Advises and safeguards EWB interest in relation to legal disputes.
- ▲ Establishes and maintains proper system and procedures to ensure safe keeping of the corporate legal documents.
- ▲ Assists in collecting outstanding balances from clients as and when required by sending and following up on notices.
- ▲ Ensure that Regulatory Authorities processes, systems and requirements are adhered to on professional and timely manner.
- ▲ Ensure that appropriate regulatory approvals are sought where required, prior to public disclosure of company information in co-ordination with the Board Secretary.
- ▲ Assisting and overseeing the preparation of vendor contracts
- ▲ Resolving any property disputes and infringements
- ▲ Helping in resolving complex issues with stakeholders and vendors

### ▲ Leadership:

- ▲ Connect, inspire, educate, and engage by monitoring and mentoring all personnel.
- ▲ Oversee and manage workload for departmental team and develop effective time management skills for all personnel.
- ▲ Provide regular and ongoing feedback to all event operations personnel.
- ▲ Conduct regular weekly and or bi-monthly department meetings.
- ▲ In conjunction with the Learning & Development Manager, identify training needs required in the Legal department.
- ▲ Ensuring KPI's are established.
- ▲ Promote and adhere to the company culture and company values.

- Lead by example and encourage and motivate personnel, showing empathy and understanding.
- Create a culture of mentorship coaching which focuses on active listening skills, actionable & Constructive feedback.
- Nurture leadership skills in employees of all levels within your team to help them achieve their full potential.

## Strategic Planning

- Develop a strategic and innovative approach to ensure all KPI's and targets are met.
- Establish, develop, and maintain a reputation with all stakeholders, as a respected and professional leader.
- Ensure timely and proactive engagement at all times to ensure EWB remains a priority.
- Ensure client timelines for information and proposals are met.
- Ensure all client correspondence is accurate, professional, and presented to a world-class level.

## Meeting and Reports

- Assist the General Manager with preparing and collating annual Business Plan, monthly Dashboards, BOD reports, Exco reports and any other associated reports, as directed.
- Produce accurate and timely weekly/monthly reports for both ASM Global and stakeholders; BTEA.
- Integrating reports from Ungerboeck.
- Participate in weekly leadership meetings and other departmental meetings as and when required.

## General Responsibilities:

### Promotion of the Venue services and facilities to Clients

- Friendly, professional communication always.
- Be cooperative and willing to assist as required.
- Demonstrate a positive and professional image, representing EWB and ASM Global.
- Commit to the Vision, Mission, and Guiding Principles.

### Work Ethic

- Lead by example and act as a role model.
- Ensure all work practices are carried out in a professional, ethical, and transparent manner.
- Communication is open, transparent, and culturally sensitive.
- Communicate regularly and effectively with all departments.
- Demonstrate cultural intelligence and ensure all team members are treated in a fair and equitable manner.
- Ability to work independently and influence individuals who are not direct reports.
- Ability to remain calm under pressure and deal with challenging situations in a fair and objective manner.

- ▶ Be punctual and on time for work.
- ▶ Ensure grooming and dress code is professional and respectful of the Bahrain and Middle East environment.
- ▶ A respect for confidentiality is essential and ensures confidential meetings/discussions are kept confidential.
- ▶ Adhere to the ASM Global Code of Conduct.

## ▶ Stakeholder Relationships

- ▶ Ensure communication is timely, open, and transparent.
- ▶ Build, develop and maintain relationships with all key stakeholders.
- ▶ Meet regularly with key focal points from the owner.
- ▶ Report any serious issues or concerns to the General Manager.

## ▶ Problem Solving

- ▶ Timely response to any issues or situations
- ▶ Provide client and/or team feedback
- ▶ Identify potential issues or areas of concern and identify ways to improve or rectify situation

## ▶ Reporting damage to property or equipment

- ▶ Follow correct procedures and report any damage.
- ▶ Ensure correct paperwork is completed and submitted in a timely manner.
- ▶ Contact Director of Facilities and BOH Operations for anything urgent.

## ▶ Other Duties

- ▶ Actively participate in executive, management, and other company meetings as and when required.
- ▶ Oversee and manage the preparation and distribution of all associated reports.
- ▶ Establish, implement, and oversee departmental measurements that support the company's strategic goals, vision, and mission.
- ▶ Establish, develop, and maintain effective working relationships with industry bodies and associations.
- ▶ Inform and communicate with the General Manager and executive team of any significant problems that may jeopardise or impinge the company goals and reputation.
- ▶ Perform other duties as directed by your manager.
- ▶ Be flexible and willing to assist with the other duties as required.

## ▶ Candidate Requirements

- ▶ Bachelor's degree in Law or a related field
- ▶ Minimum 5 years' experience in working in Corporate Legal environment.
- ▶ Fluent in written and spoken English and Arabic languages particularly in terms of drafting capabilities.
- ▶ Good Communication skills.
- ▶ Good interpersonal skills.
- ▶ Eyes for details.

# Legal Advisor

- ▶ Complete knowledge of the legal procedures and regulations
- ▶ Complete knowledge of Bahrain Labour Law
- ▶ Excellent analytical and problem-solving skills
- ▶ Strong researching skills
- ▶ Good time management and organizational skills
- ▶ Strong work ethics
- ▶ Ability to maintain confidentiality of any sensitive information
- ▶ Ability to handle stressful situations

<b>Employee Name:</b>	<b>Department:</b>
<b>Employee Signature:</b>	<b>Date:</b>