

**Job Title: General Counsel and Corporate Secretary****Company:** LIAT (2020) Limited**Location:** Antigua & Barbuda

**About LIAT2020:** LIAT (2020) Limited is an innovative and dynamic start-up airline on a mission to connect the sub region with the rest of the world, disrupting the regional the aviation industry by providing affordable and efficient travel solutions. Committed to delivering a seamless and exceptional flying experience, we prioritise sustainability and profitability. As we embark on this exciting journey, we are seeking a highly experienced and ethical legal practitioner.

**Our Company Culture:**

Recognising that our employees have choices, we place a strong emphasis on creating and maintaining a positive working culture. Our company thrives on a friendly and informal work environment where everyone, regardless of their position, is treated with respect and consideration. As a valued team member, you will play a crucial role in supporting this positive work environment.

**Position Overview:** As the General Counsel and Corporate Secretary for our airline, you will serve as the primary legal advisor to the organization, providing strategic legal guidance, managing corporate governance matters, and ensuring compliance with applicable laws and regulations. The ideal candidate will have a comprehensive legal background, expertise in aviation law, and the ability to navigate complex legal issues while aligning legal strategies with the airline's business objectives and mitigating legal risks.

**Key Responsibilities:****General Counsel:**

## Legal Advisory:

- Provide legal counsel to senior management on a broad spectrum of legal issues, including contracts, regulatory compliance, employment law, and litigation matters.
- Interpret and apply laws and regulations pertinent to the aviation industry.

## Contract Review and Drafting:

- Oversee the review, drafting, and negotiation of a wide range of contracts, including agreements with suppliers, vendors, and service providers.
- Ensure that contractual arrangements align with the airline's legal and business objectives.

## Litigation Management:

- Manage and oversee legal disputes, litigation, and claims involving the airline.
- Collaborate with external legal counsel when necessary.

## Regulatory Compliance:

- Monitor changes in laws and regulations affecting the aviation industry.
- Develop and implement comprehensive compliance strategies to ensure adherence to legal requirements.

## Risk Management:

- Identify legal risks and propose strategies to mitigate them.
- Implement risk management protocols to protect the airline's legal interests.

## **Corporate Secretary:**

### **Board Support:**

- Organise and attend board meetings, preparing agendas, minutes, and resolutions.
- facilitate communication between the board and executive management.

### **Record Keeping:**

- Maintain accurate and up-to-date corporate records and legal documentation.
- Ensure compliance with record-keeping requirements.

### **Regulatory Filings:**

- Prepare and file necessary corporate documents with regulatory bodies.
- Ensure timely submission of required reports and disclosures.

### **Annual General Meeting (AGM):**

- Plan and organize the annual general meeting, ensuring compliance with legal and regulatory requirements.
- Draft and distribute AGM materials.

### **Shareholder Relations:**

- Interface with shareholders on legal and corporate governance matters.
- Manage shareholder communications and respond to inquiries.

### **Corporate Governance:**

- Advise the board of directors on corporate governance matters.
- Ensure compliance with corporate governance principles and relevant regulations.

### **Contract Management:**

- Oversee the lifecycle of contracts, ensuring adherence to contract terms and conditions.
- Coordinate with various departments to manage contract renewals and terminations.

## **Required Core Competencies, Experience, and Qualifications:**

- Strong knowledge of aviation regulations and industry practices.
- Excellent negotiation, analytical, and problem-solving skills.
- Ability to lead and collaborate with cross-functional teams.
- Exceptional written and verbal communication skills
- Proven track record as General Counsel or Senior Legal Advisor
- Admission to the bar in the relevant jurisdiction
- A minimum of seven (7) years' post call experience within a law firm, or corporate legal department preferably in the aviation industry
- LLB, BL (from an accredited law school), LLM is an advantage.
- Relevant certifications (e.g., Certified Professional in Supply Management - CPSM) are advantageous.
- Commitment to continued learning and personal development.

## **Benefits:**

- Competitive remuneration package
- Opportunity to shape the strategic future of a revamped regional start-up airline.
- Exciting, collaborative, and innovative work environment

*This is a description of the job as it is presently constituted. In order to support the company's efforts to attract and retain the ideal incumbent to perform the duties, it is normal practice to periodically review job descriptions for current and accurate relevancy, as jobs change over time and job descriptions need to be reflective of these changes. The review process is a collaborative effort involving the position supervisor and the employee performing the job. You are therefore expected to participate fully in such discussions. In all cases, it is LIAT20's aims to reach agreement on reasonable changes, but where it is not possible to reach agreement LIAT reserves the right to make reasonable changes to your job descriptions which are commensurate with the company's objectives and your grade after consultation with you*