**Job Specification Template – Chief Legal Officer**

The following sample Chief Legal Officer job description is designed to support your upcoming recruitment needs. This template can be tailored based on the responsibilities, requirements, and benefits of the role you are sourcing for.

Please refer to the comments for more advice on editing each section of the document.

**Chief Legal Officer**

***Job Location: [City, Country]***

***Job type: [remote, hybrid, on-site]***

***Salary banding [$XXX,XXX - $XXX,XXX]***

**Job Overview:**

We are seeking an accomplished Chief Legal Officer to lead our in-house legal team at a prominent international company. This is a pivotal role for a strategic thinker who is ready to shape our legal strategy and support our business objectives. You’ll partner with our executive team to navigate complex legal landscapes, ensuring compliance and minimizing risk while fostering an environment of legal awareness throughout the organization.

**Key Responsibilities:**

* Serve as the primary legal advisor to the executive team and board of directors, providing strategic guidance on corporate governance and high-stakes transactions.
* Develop and implement the company’s legal strategies, aligning them with business goals to drive growth and innovation.
* Lead and mentor a talented legal team, creating a culture of collaboration and continuous improvement.
* Oversee all aspects of regulatory compliance, ensuring that the company adheres to applicable laws and regulations across jurisdictions.
* Manage and mitigate legal risks, guiding the company through disputes and litigation while protecting its interests.
* Cultivate relationships with key stakeholders, both internal and external, to facilitate clear communication and effective legal support across the organization.

**The Skills You’ll Bring:**

A seasoned attorney with 15+ years of post-qualification experience, ideally with a strong focus on corporate law and governance from a top-tier law firm or reputable international company.

Proven expertise in managing complex legal issues and providing strategic advice in a corporate setting.

Exceptional leadership capabilities, with a passion for developing your team’s potential.

Strong communication skills, with an ability to convey legal concepts in a relatable way to stakeholders at all levels.

Admittance to the Bar in Ontario or another relevant Canadian jurisdiction.

**What sets this company apart:**

Our company is dedicated to providing a diverse and inclusive work environment where every team member can thrive. We offer a comprehensive benefits package designed to support your overall well-being and professional growth, including:

* Performance-based bonuses (up to 30% annually)
* Executive compensation package, including stock options and profit-sharing
* Enhanced pension plan with significant employer matching contributions
* Flexible working arrangements tailored to senior leaders
* Comprehensive health and wellness benefits, including mental health support and family health plans
* Generous vacation policy (X days + bank holidays) and additional leave options
* Access to leadership development programs, conferences, and industry events.

We are committed to creating a collaborative, dynamic working environment with significant career development opportunities.