

**Job Title:** Legal Director

**Reports To:** Chief Executive Officer

## ROLE OVERVIEW

The Legal Director is a key member of the Senior Executive leadership team and will lead our legal department, providing strategic legal guidance and support across all our operations with a special focus on, but not limited to, the Middle East market. This role involves managing legal risks, overseeing compliance and regulatory matters, and facilitating business transactions by providing expert legal advice. The Director will work in close cooperation with the Group CEO and the leadership team of 6 senior executives, to deliver exceptional educational environments for all students, as well as drive profit accountability throughout the Group and to perform whatever other duties are assigned by the Chief Executive Officer.

## LENGTH OF CONTRACT

Permanent contract after an initial 6 (six) month probationary period

## DUTIES AND RESPONSIBILITIES

The Director is required to deliver services across the main business lines of the Group. This includes, but is not limited to, the following areas:

- Create standard Premiera contracts drafts as a starting point for each project type.
- Undertake the initial approach and proceed to develop the Heads of Agreement (fixing financial and operational goals) for new international schools to be owned, operated, or managed by Premiera.
- Draft legal agreements (between Premiera and partners).
- Develop and review all draft agreements for internal company affairs in all international schools owned, operated, or managed by Premiera.
- Assess legal risk of and ensure compliance with all laws and regulations applicable to the company's operations in respective markets.
- Study and research legal framework, taxes, and licensing requirements in any country that the company is planning to expand.
- Assess legal licensing, and legal registrations requirements of the various government and private entities in any country that the company operates or plans to operate.

- Build technical partnerships with service providers locally and internationally to support the expansion plans of the international schools owned, operated, or managed by Premiera.
- Support the design of the 360 assessments of existing schools.
- Undertake general market research and best practices in education.
- Design templates, forms, and presentations to be presented to potential clients that show the capabilities of the Group.

### **Administrative activities include the following**

- Build policies and procedures for all the international schools owned, operated, or managed by Premiera.
- Develop KPIs and monitor performance of all international schools owned, operated, or managed by Premiera.
- Develop systems, policies, procedures, KPIs, forms, template plans, activity schedules, monitoring schedules, reporting requirements and monitor performance of all the international schools owned, operated, or managed by Premiera.

### **Training and development activities**

- Identify conferences to attend, make presentations and present papers.
- Build a team to support the department.
- Design technical training programs and provide periodical training courses for all the international schools owned, operated, or managed by Premiera.
- Manage, supervise, guide, support, council, coach, assess, and monitor personnel and heads of similar departments in the international schools owned, operated, or managed by Premiera.

### **ESSENTIAL REQUIREMENTS**

- A legal degree specialising in commercial law together with significant professional experience as a transactional attorney.
- Mature and proactive, with evidence of having worked in close harmony with a CEO in the “For Profit” Sector.
- Experience advising senior management of complex, internationally based organizations in the services sector.

- Strong analytical skills and a demonstrated ability to understand complex legal concepts, to analyze and translate them for non-lawyers, and create practical solutions that help convert a strategic vision into a profitable operational model.
- Result-oriented professional who is good at collaboration, communication, and dealing with interpersonal relationships in a multi-cultural working atmosphere.
- Experience in creating corporate legal structures.
- Proven background in corporate law including but not limited to contract law, tax law, accounting, securities law, bankruptcy, intellectual property rights, licensing, and zoning laws.
- Fluent English language skills (a second language would be a strong advantage).
- Willing and able to travel extensively throughout the MEA region and beyond.
- Experience working in education a plus.

Interested candidates should submit their application  
by emailing their CV and cover letter to:  
**[careers@premieraedu.com](mailto:careers@premieraedu.com)**