



Position Description

Position Title: Legal Counsel & Company Secretary

Reports To: Chief Business Officer

Employment Type: Full-time

Position Summary

The Legal Counsel & Company Secretary provides strategic and operational leadership for all legal, governance, and compliance matters at UNSW Bengaluru Campus. This role ensures the campus operates in accordance with Indian and international laws, University policies, and best practice corporate governance. The Legal Counsel & Company Secretary acts as the principal advisor to the Board and senior management on legal, regulatory, and risk issues, and is responsible for statutory compliance, contract management, and secretarial functions. The role requires high-level expertise in Indian corporate law, higher education regulation, and cross-border governance, supporting the campus's strategic objectives and ethical standards

Accountabilities

- Ensure compliance with all applicable Indian laws (Companies Act, UGC, SEBI, FEMA), UNSW policies, and international regulations relevant to higher education and corporate governance
- Advise the Board, Rector, and senior management on legal, regulatory, and risk matters, including governance, contracts, employment law, and intellectual property.
- Manage Board meetings and Committee meetings, including preparation of notices, agendas, and minutes; maintain statutory registers and filings with MCA, ROC, and other authorities.
- Draft, review, and negotiate contracts, agreements, MoUs, and other legal documents with clients, vendors, partners, and stakeholders.
- Oversee litigation management, liaising with external legal advisors and counsels; manage dispute resolution and regulatory investigations.
- Develop and implement internal legal policies, compliance frameworks, and risk management strategies.
- Support business teams with guidance on legal risks, contract negotiations, and strategic initiatives.
- Ensure compliance with labour, intellectual property, data protection, and privacy laws.
- Build and lead the legal and secretarial team, fostering professional development and cross-cultural integration.

- Maintain strong relationships with regulators, auditors, external counsel, and government agencies.
- Communicate legal and governance insights clearly to Council, Senate committees, and international stakeholders.
- Champion ethical standards, corporate social responsibility, and sustainability in governance practices.

Skill & Experience

- Qualified Company Secretary (ACS/FCS) from ICSI; LLB mandatory (LLM preferred).
- Minimum 10 years of post-qualification experience in legal counsel and company secretarial roles, preferably in higher education or listed companies.
- Deep knowledge of Companies Act, SEBI, FEMA, UGC, and other corporate laws.
- Proven experience managing Board governance, regulatory compliance, and IPO processes.
- Strong contract drafting, negotiation, and stakeholder management skills.
- Experience in litigation management, risk advisory, and dispute resolution.
- High integrity, discretion, and ability to work in fast-paced, dynamic environments.
- Excellent communication, analytical, and leadership skills.
- Experience working with cross-border governance and international compliance frameworks.
- High cultural intelligence and experience working with diverse teams.

Key relationships

- Chief Business Officer – for strategic direction, performance oversight and reporting.
- Academic Staff – for advice and consultation.
- Professional Staff – including student services, admissions, and learning support for student experience and academic administration.
- Industry and External Partners – for collaborative projects, guest lectures, and student engagement.
- Regulatory Bodies – including UGC and accreditation agencies for compliance and quality assurance.