



DIAGEO

Legal and Corporate Relations Director, Japan

Job Information

Hiring Company

DIAGEO Japan K.K.

Job ID

1471909

Industry

Food and Beverage

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

July 12th, 2024 09:00

General Requirements

Minimum Experience Level

Over 10 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Job Title: Legal&CR Director

Reports to: General Manager, GM

We have the ambition to be the most respected premium alcohol beverage player in all the markets in which we operate, with undisputed leadership across our premium core and above brands as well as an appetite to launch new products at scale. The dynamic operating in Japan presents multiple opportunities for brilliant execution.

Purpose of Role:

The Legal role will provide primary advice and support regarding all aspects of Diageo's business in Japan including its direct operations as well as representing the brand owners in its relationship with local strategic business partners.

The CR role leads a government, stakeholder and reputation management agenda that helps position Diageo as a trusted and respected global company within Japan. Importantly, it will help manage key public policy O&Rs that may arise that can impact on the company's commercial and operational success.

In addition, the role will include sitting on the Japan leadership team and collaborating with other functions (including at times leading and project managing cross-functional teams) to achieve the strategic and commercial objectives.

Context/Scope:

Legal function leads, enables, accelerates and protects Diageo's business to support delivery of our ambition. In Japan, the legal role primarily advises on issues relating to running of the local wholly owned subsidiary (IMC), including corporate and HR issues, and projects and issues arising in finance, supply chain, marketing and sales. It will partner closely with local business integrity lead and partner with APAC IP, APAC Brand Protection and APAC Corporate Security to drive integrity and protection of Diageo business and employees in Japan and represent those sub-functions at Japan leadership level. Diageo Japan legal will also advise and assist in representing the Global Brand Owners in its strategic partnerships (JVs and distribution partners) in Japan and project manage and collaborate with the partners and Global stakeholders to execute those strategic plans.

Corporate Relations CR is a key function within Diageo, playing a critical role in protecting our license to operate and helping the Japan business deliver on our ambition to create the best performing, most trusted and respected consumer products goods company in the country. It is primarily external-facing and deals with Government, Trade Associations and other stakeholders. The function is also responsible for internal and external communications as well as driving our society and sustainability agenda (including Spirit of Progress (SOP) 2030). It also has multiple touchpoints with other functions in the business such as Marketing, Commercial and Supply, where government legislation and regulation can impact their operations. It will partner closely with APAC CR and global CR colleagues across all key areas of public policy, communications and reputation, and society / SOP.

As a relatively newly launched IMC and being on the Japan leadership team, it is also expected that the role will take on responsibilities beyond typical Legal and CR roles to drive Diageo Ambitions and embed Diageo Codes and Values to create Diageo culture within the company.

Top Accountabilities**Legal****1. Provide pragmatic and effective legal counsel to the business to enable delivery of Diageo Japan business objectives, including:**

- a. providing input on implications of strategy and providing risk-based commercial solutions
- b. review and advice on day-to-day marketing and advertising activities.
- c. review and draft contracts and provide advice in negotiation with suppliers and business partners.
- d. support regulatory compliance of the products sold or to be launched in Japan.
- e. advise and support on employment related agendas.
- f. raise stakeholder capability through development of know-how, training and providing insights on changing legal landscape.
- g. liaise external counsel as appropriate for expert advice in a cost-effective way.
- h. collaborate with specialist global and regional teams both legal (IP, antitrust, data privacy and brand protection) and non-legal (procurement, GBO, IM&S, global regulatory) for efficient collaboration amongst the stakeholders.
- i. manage and maintain alcohol sales licence.

2. Conducting company secretarial activities including:

- a. maintain and organise AGMs and other statutory administration as appropriate.
- b. lead on effective compliance of Statement of Authority and manage POA and signing process.
- c. Ensuring information sharing with and reporting to the shareholders when executing corporate agenda.

3. Collaborate with the Business Integrity lead to embedding Diageo Codes and Standards for effective risk management and protecting integrity of the business, including:

- a. Championing and providing training on Diageo Codes and Standards
- b. Creating and updating local adaptation of the Diageo Codes and Standards (where appropriate)
- c. Supporting information and document management, and records retention

4. Representing global brand owners and Diageo Group companies vis-a-vis its strategic partners in Japan:

- a. review, draft and negotiate strategic contracts.
- b. effectively facilitate communication between the internal and external stakeholders to achieve the Diageo business objectives.
- c. work with brand owner company secretarial teams to facilitate approvals and signing of brand owner contracts in Japan.

5. Corporate Security Coordinator: Work with APAC Corporate Security Manager and CMT Coordinator (Business Integrity) to ensure protection of Diageo' business, assets and employees.**CR****6. Guide and navigate our business through a unique regulatory landscape to deliver positive immediate and long-term outcomes supporting Diageo's corporate and commercial and growth priorities.**

- a. Represent Diageo Japan directly and through leadership positions on Trade Associations - to monitor and develop legislation to ensure the marketing, sale and consumption our products is fair, self-regulated where necessary and in accordance with generally accepted regional and global trading conventions. Over time, the role will help strengthen Diageo's voice, credibility and impact as a leading industry player for international spirits in Japan.
- b. Partner with stakeholders to drive self-regulation of alcohol industry to ensure safe and responsible access to alcohol products across the spectrum of commercially available routes to market.

7. Spokesperson for Diageo Japan business as well as leadership communications support for the General Manager and other members of the leadership team as required. Ensuring messages delivered by the leadership team are disseminated internally and externally as required, while being compliant with relevant Diageo policies.

- a. Responsible for Employee Engagement communications in partnership with HR: delivering of programs/case studies to increase learning and drive engagement. Ensuring global and regional campaigns are delivered in a compelling and meaningful way locally.

- b. Own, grow and manage relationships with important stakeholders across respective government agencies to ensure strong Diageo representation and protection of our interests. These stakeholders include Japan government agencies, UK/US/EU representation, and Business Councils. Expand network of connections across other industries to form partnerships to advocate on areas of mutual interest.
- c. Build positive corporate brand reputation through active participation on committees and external speaking engagements individually or through nominating other leadership team members.

8. Responsible for Diageo Japan in delivering its Society 2030: Spirit of Progress strategy, Diageo's 10-year plan to help create a more inclusive and sustainable world. This means building programmes, establishing stakeholder partnerships and engaging employees on positive drinking, inclusion and diversity, and (if appropriate) grain-to-glass sustainability.

- a. Lead Responsible/Positive Drinking programmes to reduce harmful drinking, and advocate positive drinking initiatives to ensure widespread impact, awareness and recognition by stakeholders including consumers, the broader industry and trade, and government regulators. Ensure our responsible drinking programmes are always aligned with or exceed the local market regulations and maintain relationships with relevant government stakeholders and partners.
- b. Partner with other functions to help deliver a fit for purpose and local approach to inclusion and diversity and, where required, support our wider grain-to-glass (sustainability) ambition.

Required Skills

Qualifications & Experience

- A UK/EU, US or Japan qualified lawyer with a minimum of 7-10 years experience in a corporate environment or leading law firm, ideally having broad range of cross-border commercial and consumer advertising, IP and M&A experience [and successfully held senior public affairs, stakeholder relations and/or corporate communications roles]. Experience working in a matrix organization within an agile and fast-moving multinational context is preferable. Ability to influence other functions to deliver positive performance and business outcomes.
- Strong leadership, stakeholder engagement and communication skills. Excellent interpersonal skills to work with all levels of the organisation within Japan and across the Group.
- Resilient and able to successfully navigate ambiguity and demonstrate understanding of complex policy issues.
- Externally focused and prioritises progress over perfection while appropriately managing legal and reputational risks.
- A willingness to take responsibility for, ownership of, and lead "end-to-end" delivery of projects.
- Proficient in English and Japanese mandatory.

Company Description