



## Legal Counsel Ethics and Employment

BRUSSELS

### External Description

#### *Legal Counsel Employment & Ethics*

bpostgroup strives to create an inclusive environment with challenging projects and inspiring collaborations. With our employees at the heart of our organization, we don't believe in jobs, we believe in careers. We're now looking for a Legal Counsel Employment & Ethics who will make us move.

bpostgroup is built upon a foundation of strong corporate values and ethical business practices designed to support our sustainable and responsible business strategy. Each employee is a custodian of our company culture. These values and practices reflect our commitment to our employees, suppliers, customers, business partners, shareholders, and the larger society.

#### **Your mission:**

As Legal Counsel Employment & Ethics, you will be part of the team that advises and assists managers and the HR community in all collective and individual HR law matters, including responsible and consistent behavior in the company regarding (i) disciplinary measures for breaches of ethics as well as (ii) employment termination in the context of poor performance, disorganization of service or job quitting.

As part of its ESG vision, bpostgroup is committed to managing all collective and individual dimensions of human resources, including the disciplinary process and termination of employment, in a responsible, consistent, and respectful manner towards the colleagues concerned.

Main responsibilities:

1. Provide effective legal advice and assistance to managers and HR community in all collective and individual HR law matters including strategic and significant HR projects.
2. As a business partner, contribute to business compliant solutions throughout HR processes for all categories of employees by giving support in complex problems relating to e.g., recruitment, promotions, compensation and benefits, mobility, reinstatement following work incapacity, psychosocial well-being, social inspections, including for some subsidiaries.
3. Provide effective legal advice and assistance to managers and HR community in disciplinary matters relating to civil servants and contractual employees:
  - a. disciplinary measure best suited to the breaches to be dealt with;
  - b. compliance with procedures: steps of disciplinary process for civil servants, respect of rights of defense, compliance with deadlines in case of dismissal for serious cause;
  - c. consistency of sanctions between bpost business units and entities for similar breaches.
4. Provide effective legal advice and assistance to managers and HR community regarding termination of

employment:

- a. grounds for employment termination that correspond to underlying facts and behaviors such as poor performance, disorganization of service or job quitting;
  - b. compliance with procedures: respect of rights of defense, substantiated reasons for business request for employment termination, communication with union partners.
5. Develop draft documents and propose improvements to procedures and processes in all collective and individual HR law matters, including discipline and termination of employment, to increase efficiency and service quality.
  6. Monitor developments in legislation, case law and legal doctrine in area of expertise; keep own legal documentation up to date and collaborate proactively in communicating legal updates to colleagues.
  7. Prepare and give trainings to managers and HR community in managing ethics and employment termination aiming at efficiency, fairness, and consistency.
  8. Prepare reports on case evolution and categorization, developments and trends, significant and sensitive files and make recommendations based on this reporting.
  9. Organize consultations with internal stakeholders, e.g., Legal & Compliance, Privacy and Data Protection Office, Integrity Partners, and external stakeholders, e.g., lawyers, union partners, public bodies, on significant and sensitive files.
  10. Contribute to the implementation of legal changes in all collective and individual HR law dimensions and of new company policies, e.g., Responsible Behavior Program, Speak Up.

### Your profile:

We do not only deliver letters and parcels, but also opportunities. This job is open to all with diverse backgrounds and talents, possessing the following skills:

- *At this stage of your career, you have a genuine interest in good governance of human resources from a legal perspective, including regarding discipline and termination of employment, which are high-impact issues for the colleagues concerned.*
- *You have a proven track record (at least 5 years of experience) as an attorney or legal counsel in a medium or large company, administration, or institution, preferably in the HR field, combined with a master's degree in law.*
- *You are enthusiastic about quickly learning the internal rules and processes, including in administrative law, which will be essential to the performance of your function.*
- *A business acumen partnered with a dedication for legality and high ethical standards are the foundations of your professional background.*
- *You are well organized and thorough.*
- *You can think analytically and solve problems.*
- *You can work under pressure, with an eye for detail and with tight deadlines.*
- *You have strong influencing and networking skills, thanks to your engaging and inclusive character and your flexibility.*
- *You have **strong written and verbal communication skills in Dutch with a good command of French and a reasonable command of English.***

### Our offer:

Like a long-awaited parcel, we want to make you feel welcome and valued. Our offer includes:

- Competitive monthly salary

- Meal vouchers
- Hospitalization-, group- and disability insurances
- A phone subscription and company car
- 20 days of statutory leave and 7 additional extralegal days off
- An end-of-year and performance-based bonus and double holiday pay
- Many benefits from more than 100 bpost-partners

### Why bpostgroup?

bpostgroup is Belgium's leading postal operator and a growing parcel & omni-commerce logistics partner globally. With a **focus on social and environmental sustainability**, we aim to be a trusted guide in a changing world. As our new team member you will:

- Become part of the **bpostgroup family** with a unique atmosphere and culture.
- Enjoy a **dynamic work environment** with a hybrid model allowing for flexibility.
- Have access to **continuous learning and development** opportunities.
- Have a direct **impact on decision-making** in an international success story.
- Thrive in a **leadership culture** centered on visioning, sense making, innovation, and relating, empowering you to lead effectively in our forward-thinking organization.

**Find out more** [about bpostgroup](#)

### No match?

[Explore other exciting job opportunities with us.](#)

### More info?

Feel free to reach out to Sybille Bataille