

# POSITION DESCRIPTION

## Director, Legal Services



Position Description Classification Approved	Date
Human Resources Branch	

POSITION DETAILS	
<b>Position Title:</b>	Director, Legal Services
<b>Position Number:</b>	00020647
<b>Classification:</b>	SM1
<b>Faculty/Division:</b>	University Operations
<b>School/Branch:</b>	Legal & Risk
<b>Reports to (position title):</b>	General Counsel and Executive Director, Legal and Risk
<b>Delegations:</b>	Relevant HR and Financial delegations as prescribed to this position in the University's delegations database.
<b>Special Conditions:</b>	<ul style="list-style-type: none"> <li>Reasonable workplace adjustments will be made for people with a disability</li> <li>Some out of hours work required commensurate with a senior position in a legal environment</li> <li>Interstate travel will not be routine but may be required in special circumstances</li> </ul>
<b>Significant Working Relationships:</b>	<ul style="list-style-type: none"> <li>Vice-Chancellor and President</li> <li>Provost &amp; Deputy Vice-Chancellor (Research)</li> <li>Chief Operating Officer</li> <li>Deputy Vice-Chancellors and Vice-Presidents, Academic and Research</li> <li>Executive Deans</li> <li>Branch Heads (Academic and Administrative)</li> <li>External regulatory authorities</li> <li>External professional service providers</li> <li>University controlled entities</li> <li>Council Secretary</li> </ul>

POSITION SUMMARY
<p>The legal function is part of the Legal and Risk Branch within the Division of University Operations. The Branch provides services and advice across a range of disciplines including legal, risk, compliance, insurance, contracts, governance, internal audit liaison and co-ordination, trusts and bequests. Legal and Risk Branch also manages University-wide frameworks for Legal Compliance, Risk Management, Contract Management and Trust and Bequest Management.</p> <p>Working under broad direction, the role of the Director, Legal Services is to manage the in-house legal services provided by Legal and Risk Branch; deputise for General Counsel as needed; provide high quality independent legal advice to senior and executive managers and the University community; and provide leadership, planning and reporting for the legal team in the Legal and Risk Branch.</p> <p>The Branch is committed to Strengthening, Advancing and Enhancing the University to achieve its objects by:</p> <ul style="list-style-type: none"> <li>- Promoting commercially pragmatic decision-making to help meet the University's obligations</li> <li>- Protecting and defending the University's interests and rights</li> <li>- Supporting the University to maximize the value of teaching, research and commercial arrangements</li> <li>- Contributing to and influencing the University's capability in governance, management and engagement with stakeholders</li> </ul>

KEY RESPONSIBILITIES	
Management and Leadership	<ul style="list-style-type: none"> <li>Manage in-house legal services provided by Legal and Risk Branch, including triage of inquiries, and allocation to / management of workload amongst University lawyers</li> <li>Lead all legal reports to internal stakeholder groups, including but not limited to the Vice-Chancellor; Vice-Chancellor's Executive; University Council and its standing committees</li> </ul>

<b>KEY RESPONSIBILITIES</b>	
	<ul style="list-style-type: none"> <li>• Inform relevant officers of the University of legal issues at a time and in a manner appropriate to sound risk management principles (such as risks inherent in litigation, preservation and protection of the University's reputation and adverse publicity)</li> <li>• In conjunction with the Branch leadership team, develop operational plans and projects for the Branch</li> <li>• Provide leadership, guidance and direction for the legal team in the Legal and Risk Branch, including on strategic and operational plans and projects</li> <li>• Ensure proper and efficient use by the legal team of records management systems and matter management systems</li> </ul>
Provision of sound, practical and independent legal advice	<ul style="list-style-type: none"> <li>• Provide prompt, pragmatic and clear responses to legal inquiries and offer recommendations on the best course of action</li> <li>• Prepare and review contract documents and advise on contractual rights and obligations</li> <li>• Advise on rights and compliance obligations under law</li> <li>• Provide strategic and tactical advice and guidance on claims and dispute management</li> <li>• Make proactive recommendations to senior management as necessary on actions required to address identified legal risks or changes in law</li> <li>• Keep abreast of legal developments and developments within the higher education sector</li> <li>• Act in an independent, ethical and professional manner consistent with duties as an officer of the court and with relevant codes of legal professional conduct</li> </ul>
Provision of strategic consulting and specialised executive support	<ul style="list-style-type: none"> <li>• Provide strategic advice and support to senior managers on governance issues and major projects</li> <li>• Act as a sounding board for matters which may have legal implications. Provide high level professional support to the General Counsel in the exercise of his/her management and reporting responsibilities</li> <li>• Work closely with the Director, Risk Services in undertaking Branch reporting and management responsibilities</li> <li>• Provide advice on policy drafting, interpretation and application</li> <li>• Provide support and assistance to University officers to meet reporting obligations for internal committees and external agencies or regulatory authorities at State and Commonwealth levels</li> <li>• Provide guidance and support to the University's controlled entities on legal and compliance matters</li> <li>• Participate on University committees and working parties as required</li> <li>• Lead the legal team from subject matter experts to business partners and advisors to the University</li> </ul>
Stakeholder engagement and management	<ul style="list-style-type: none"> <li>• Establish strong and effective networks across the University and externally;</li> <li>• Develop and disseminate legal education and training materials and deliver training sessions as required</li> <li>• Identify areas for improvement and partnering with stakeholders to better achieve the University's objects ;</li> <li>• Represent the University externally and ensure that the University's key stakeholder relationships are preserved and protected</li> </ul>
Other reasonable duties commensurate with classification level.	

<b>PEOPLE MANAGEMENT RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Ensure effective people management of direct reports (including timely completion of PDRs) to enable the team to deliver its services effectively and efficiently</li> <li>• Facilitate knowledge and skill transfer between all Legal and Risk branch members and more broadly to the University</li> </ul>

<b>CAPABILITIES AND BEHAVIOURS</b>	
<b>Capability</b>	<b>Behaviours</b>
<p><b>1. Strategic Thinking and Acting</b> Focusing externally and internally on the things that matter most and considering them from multiple perspectives. Bringing insight and innovation to identifying a desirable future strategic position. Stimulating progress by communicating the underlying need and purpose for change; implementing an integrated plan to bring about desired changes.</p>	<ul style="list-style-type: none"> <li>• Scanning and drawing on wide sources of trend data and researched information to identify imperatives for branch change and viable and strategic options including the perspectives and input from key colleagues and staff to assist in assessing major future priorities.</li> <li>• Communicating convincingly the needs and purpose for change.</li> <li>• Setting priorities for turning strategy into action and co-ordinating the necessary resources to implement plans.</li> </ul>
<p><b>2. Responsiveness In Decision Making</b> In the face of ambiguity, making swift decisions in the best interests of the University. Clearly communicating the decision, its rationale and reasoning and implementing it with a bias for action.</p>	<ul style="list-style-type: none"> <li>• Gathering necessary data and assessing the macro risk and opportunities to form a “go”/“no go” decision in a timely manner.</li> <li>• Seeking sufficient stakeholder input to make a balanced decision and making clear the rationale for a decision and communicating this with conviction, even in the face of conflicting opinion.</li> <li>• Committing to action so that decisions made are translated into next steps.</li> <li>• Tackling the issues that get in the way of achieving a result.</li> <li>• Modifying decisions only where subsequent argument or experience is compelling.</li> <li>• Holding self and others to account for their commitments and responsibilities.</li> </ul>
<p><b>3. Leading Change Toward Higher Performance</b> Stimulating and guiding deliberate progress toward a clear and engaging goal. Supporting people as they and their work groups transition to the new reality. Anticipating and removing barriers to progress and maintaining momentum toward success.</p>	<ul style="list-style-type: none"> <li>• Using knowledge of what it takes to lead change within the branch to positively influence senior leaders.</li> <li>• Clarifying the need for and purpose of change to create relevant meaning for the Branch.</li> <li>• Approaching change in a positive way by seeking out opportunities and responding to ambiguity in a constructive manner.</li> <li>• Securing a “coalition” of support for change from the legal team in the Branch and more broadly.</li> <li>• Modifying own leadership style to meet different readiness levels of leaders and staff.</li> <li>• Supporting team members through periods of change and transition through the change and maintaining own resolve to lead the change through to successful completion.</li> <li>• Ensuring change benefits are realised by developing clear performance expectations and by not tolerating under-performance.</li> </ul>
<p><b>4. Thinking and Acting as One Team</b> Identifying with the whole of the University as much as with one’s own area. Thinking ‘one-team’, collaborating across boundaries and promoting cohesion with others.</p>	<ul style="list-style-type: none"> <li>• Making Branch needs and the University perspective, are considered in own area’s decision making.</li> <li>• Generating and promoting collaboration and cross functional projects/initiatives.</li> <li>• Consulting with peers and colleagues in key decisions to ensure alignment with University strategy and relevant branch goals.</li> <li>• Assessing the impacts of own decisions on other teams/areas of the University and addressing any issues and concerns promptly, collegially and respectfully.</li> <li>• Influencing those who want to ‘do their own thing’ to align with branch direction and priorities.</li> </ul>
<p><b>5. Communicating With Influence and Impact</b> Influencing others’ thinking, attitude and action through convincing dialogue based on profound knowledge and credible reasoning. Telling a great story with conviction. Handling sensitive information and delicate situations diplomatically.</p>	<ul style="list-style-type: none"> <li>• Confidently and succinctly articulating a compelling branch “picture” of what is needed from others.</li> <li>• Winning respect by making sure relevant stakeholders and influencers are listened to and included in communications so a mutually understood position is achieved.</li> <li>• Influencing people to revise their views, change their thinking and respond as needed.</li> <li>• Keeping relevant people updated on changes and status against original communications.</li> <li>• Earning respect by communicating influentially, in a way that matches the needs and interests of others.</li> <li>• Staying positive throughout the communication process. Showing positive energy and enthusiasm irrespective of audience response.</li> <li>• Favouring face-to-face communication and being regularly present with colleagues to enable more effective connections with them.</li> </ul>

<b>CAPABILITIES AND BEHAVIOURS</b>	
<p><b>6. Fostering Excellence in Learning and Inquiry</b></p> <p>Actively seeking emergent and leading opinion and considering multiple viewpoints. Promoting team and organisational learning by encouraging and guiding reflection on work practices to nourish the wisdom of experience and transform knowledge into know-how.</p>	<ul style="list-style-type: none"> <li>• Increasing impact by maintaining consistency in messaging.</li> <li>• Displaying an open, curious and non-judgmental attitude to differences of opinion.</li> <li>• Drawing from quality industry research and publications to apply leading edge concepts to work practices to grow in area of expertise.</li> <li>• Engaging in systematic, self-directed learning and development activities aligned with the strategic direction of the branch.</li> <li>• Seeking new insights and innovative ways to address challenges. Creating wisdom from insights to turn knowledge into know-how.</li> <li>• Applying learned principles to the workplace to make a positive impact.</li> </ul>
<p><b>7. Exemplifying Personal Drive and Integrity</b></p> <p>Embodying the University's values, being a model of ethical conduct and guiding and supporting others to do the same. Constantly aspiring to standards of excellence. Persisting through barriers towards goal achievement.</p>	<ul style="list-style-type: none"> <li>• Demonstrating and promoting the University values in all interactions and consistently applying organisational, legal and public policy guidelines.</li> <li>• Treating people fairly and equitably and being transparent in dealings with them. Holding others to high standards of ethical conduct.</li> <li>• Not being consumed with day to day activities but being persistent towards whole of branch goal achievement.</li> <li>• Viewing set-backs as an opportunity to learn and grow and rallying self and others to constructively move forward.</li> <li>• Holding a balanced level of emotional expression when under pressure.</li> <li>• Sustaining energy and productivity regardless of conditions and encouraging others to do the same.</li> </ul>

<b>UNIVERSITY EXPECTATIONS</b>
<p>Staff are required to read, understand and comply with all University policies, procedures and reasonable direction, whilst demonstrating professional workplace behaviours in accordance with the University's Code of Conduct</p>

<b>SELECTION CRITERIA</b>
<p>Knowledge and Experience:</p> <ul style="list-style-type: none"> <li>• Extensive post-qualification experience in a major law firm or in-house legal role</li> <li>• Demonstrated experience and ability in identifying customised solutions for specific, unique internal client needs</li> <li>• Ability to lead an in-house team beyond mere subject matter expertise; with a high emphasis on strengthening the network of in-house lawyers as business partners and trusted advisors within the University</li> <li>• Ability to solve complex briefs with both a strategic and commercially pragmatic lens</li> <li>• Track record of successfully working with executives and managers on legal risks and liabilities associated with projects, partnerships and commercial proposals for strategic benefit as well as to prevent and mitigate legal, regulatory and reputational risks</li> <li>• Demonstrated ability to influence key business decisions and decision-makers</li> <li>• The resolution of complex issues involving a broad range of legal disciplines in contracts, real property, strategic procurement, corporations law, competition and consumer law, administrative and human rights laws, intellectual property, privacy, and competition and consumer laws</li> <li>• Demonstrable experience in clear and concise drafting in commercial and non-commercial contexts including internal communications</li> <li>• Strong understanding of corporate governance, delegated authorities and drafting of Instruments</li> <li>• Demonstrated ability to triage and prioritize demand for legal, policy and commercial assistance</li> <li>• Proven ability to set, monitor and measure specific work standards against desired outcomes and work goals</li> <li>• Excellent written and verbal communication skills adaptable to different formats and recipients</li> <li>• Proven ability to lead, manage and achieve results in pressure situations and deal with ambiguity and change</li> <li>• Sound computer skills, particularly in using Microsoft Outlook, Word, Excel and PowerPoint</li> </ul> <p>Qualification/s:</p> <ul style="list-style-type: none"> <li>• Tertiary qualification in Law</li> <li>• Current Practising Certificate</li> </ul> <p>Other:</p> <ul style="list-style-type: none"> <li>• Satisfactory Police Record Check</li> </ul>