

# POSITION DESCRIPTION

## Legal Counsel



Position Description Classification Approved	Date
Human Resources Branch	

POSITION DETAILS	
<b>Position Title:</b>	<b>Legal Counsel – University Operations</b>
<b>Position Number:</b>	00019029
<b>Classification:</b>	HEO9
<b>Faculty/Division:</b>	University Operations
<b>School/Branch:</b>	Legal Services
<b>Reports to (position title):</b>	Manager, Legal Services – University Operations
<b>Delegations:</b>	Relevant HR and Finance delegations as per the University authorities 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>General Counsel</li> <li>Legal Services Leadership team &amp; other staff in Legal Services Branch</li> <li>Chief Operating Officer</li> <li>Deputy Vice-Chancellors and Vice-Presidents</li> <li>Branch Heads and Managers for Risk Services, Infrastructure, Information Technology and Digital Services, Finance and Procurement Services, Human Resources, and External Engagement</li> <li>Faculty Executive Deans and Heads of School</li> <li>Divisional Executive Directors and Branch Heads</li> <li>External regulatory authorities</li> <li>External professional service providers</li> </ul>

POSITION SUMMARY
<p>The legal function is part of the Legal Services Branch within the Division of University Operations. The Branch provides services and advice across a range of disciplines including legal, compliance, contracts, governance, privacy, FOI, copyright, misconduct (staff, student, research), trusts and bequests. The Legal Services Branch also manages University-wide frameworks for Contract Management, and Trust and Bequest Management.</p> <p>The Branch is committed to Strengthening, Advancing and Enhancing the University to achieve its objectives by:</p> <ul style="list-style-type: none"> <li>Promoting sound and prudent decision-making to help meet the University's legal obligations</li> <li>Protecting and defending the University's interests and rights</li> <li>Supporting the University to maximise 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> <p>Working under broad direction, the role of the Legal Counsel is to provide independent legal advice to the University on matters affecting the University or its controlled entities, with a focus on international engagements, teaching and learning agreements, work integrated learning arrangements (such as clinical placements and internships), information law, dispute resolution, regulatory compliance, and supporting the University's governance framework, including policy review and development work. Areas in which advice may be required include:</p> <ul style="list-style-type: none"> <li>Commercial contracts, such as for procurement of goods and services, software licences, or major projects</li> <li>Contracts for educational or research activities, e.g. collaborations, international agreements, student placements</li> <li>Information law (privacy, FOI, confidentiality) and IT law</li> <li>Legislation and regulatory codes affecting the University</li> <li>Administrative decisions made by the University, advising on internal/external complaints, grievances and appeals</li> <li>Development, review and application of University policy and procedures</li> <li>Disputes and litigation</li> <li>Philanthropic or external engagement activities, such as donations, bequests, or sponsorship agreements.</li> </ul>

Recruitment Handbook	Recruitment Procedure (Position Description Template)	Effective Date:	19 May 2020	Version 2.4
Authorised by	Chief Operating Officer	Review Date:	19 May 2023	Page 1 of 3
Warning	This process is uncontrolled when printed. The current version of this document is available on the HR Website.			

<b>KEY RESPONSIBILITIES</b>	
Provision of sound, practical and independent legal advice	<ul style="list-style-type: none"> <li>• Provide prompt, pragmatic, strategic and clear advice on a wide variety of legal and governance enquiries.</li> <li>• Prepare and review contracts, agreements and other legal documents, and advise on contractual rights and obligations.</li> <li>• Advise on compliance obligations under law.</li> <li>• Provide strategic and tactical advice and guidance on claims and dispute management, appear in courts, tribunals and interlocutory proceedings.</li> <li>• Make proactive recommendations to senior management as necessary on actions required to address identified legal risks or changes in law.</li> <li>• Provide high-level professional support to the General Counsel and Manager, Legal Services.</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>• Provide advice on policy drafting, interpretation and application.</li> <li>• Provide support and assistance to meet reporting obligations for internal committees and external agencies or regulatory authorities at State and Commonwealth levels.</li> <li>• Act as a sounding board for matters which may have legal implications.</li> <li>• Establish strong working relationships with key stakeholders across the different areas of the University.</li> <li>• Prepare papers and recommendations to senior management and governing bodies on legal and governance issues.</li> <li>• Provide guidance and support to the University's controlled entities on legal and compliance matters.</li> </ul>
Development and delivery of training and education	<ul style="list-style-type: none"> <li>• Develop and disseminate education and training materials on legal or compliance issues.</li> <li>• Prepare and deliver training sessions as required.</li> <li>• Maintain currency of developments in legislation, case law, Government initiatives and policies.</li> </ul>
Management of external counsel and other professional service providers	<ul style="list-style-type: none"> <li>• Minimise reliance on external legal providers in primary practice areas.</li> <li>• Manage relationships with external professionals engaged with approval of General Counsel.</li> </ul>
Branch administration and improvement	<ul style="list-style-type: none"> <li>• Demonstrate commitment to Branch Values and style guides.</li> <li>• Contribute expert articles for Branch communications and University-wide publications.</li> <li>• Develop and maintain Branch resources such as precedents, templates, information sheets, Knowledge Base.</li> <li>• Maintain up-to-date records and file activity notes on the approved matter management system.</li> </ul>
Other reasonable duties commensurate with classification level.	

<b>PEOPLE MANAGEMENT RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• N/A</li> </ul>

Recruitment Handbook	Recruitment Procedure (Position Description Template)	Effective Date:	19 May 2020	Version 2.4
Authorised by	Chief Operating Officer	Review Date:	19 May 2023	Page 2 of 3
Warning	This process is uncontrolled when printed. The current version of this document is available on the HR Website.			

## CAPABILITIES AND BEHAVIOURS

**Achievement Drive** - the ability to organise resources to achieve a standard of excellence in outcomes and monitor on-going performance.

**Business Acumen** - understanding of key business drivers for performance and ability to apply sound commercial principles in all areas of responsibility.

**Communication** - ability to effectively share ideas, thoughts, information and feelings with a diverse range of stakeholders and the ability to influence others towards a desired way of thinking or course of action.

**Continuous Learning** - commitment to personal and professional development, keeping abreast of current professional knowledge.

**Flexibility and Adaptability** - ability to manage and shift priorities as required, and to incorporate new approaches in support of changing University needs.

**Relationship Building** - ability to identify, build and maintain formal and informal networks and productive relationships with both internal and external stakeholders.

**Service Focus** - ability to respond to the changing needs of the client while maintaining a high standard of quality.

**Strategic Thinking** - ability to provide advice that aligns with the strategic direction of the University.

**Teamwork** - ability to work cooperatively across organisational boundaries to achieve shared goals and provide tangible contributions to teams, fostering collaboration and an environment of mutual trust and respect.

Further information is accessible online in the [Capability Dictionary](#) . Staff are required to read and understand the capabilities and associated behaviours that align with the classification of this position.

## UNIVERSITY EXPECTATIONS

Staff are required to read, understand and comply with all University policies, procedures and reasonable directions, whilst demonstrating professional workplace behaviours in accordance with the University's Code of Conduct.

## STAFF VALUES, CAPABILITIES AND BEHAVIOURS

Our culture is one that welcomes all and embraces diversity consistent with our [Staff Values and Behaviour Framework](#) and our Values of integrity, respect, collegiality, excellence and discovery. We firmly believe that our people are our most valuable asset, so we work to grow and diversify the skills, knowledge and capability of all our staff.

## SELECTION CRITERIA

### Knowledge and Experience:

1. Minimum 3 years post admission experience in a law firm or in-house legal role.
2. Demonstrated experience in commercial law including drafting and advising on contracts and agreements, including with foreign parties.
3. Demonstrated experience in corporate governance, administrative law, information law and IT law.
4. Demonstrated experience in the management of legal disputes and regulatory enquiries, including responding to regulators, responding to subpoenas, advising on liability and appearing in interlocutory proceedings.
5. Proven ability to work collaboratively as well as exercise independent judgement and discretion and work under minimal supervision.
6. Demonstrated ability to problem-solve and provide pragmatic and commercial solutions, taking into account relevant strategic, operational and legal issues and influences.
7. Demonstrable ability to deliver high quality written and oral communications adaptable to different formats and audiences at both governance and management levels.
8. Sound computer skills, particularly in using Microsoft Outlook, Word, Excel and PowerPoint.

### Qualification/s:

- Tertiary qualification in Law.
- Current unrestricted South Australian Practising Certificate, or ability to readily obtain one.

### Other:

- Satisfactory Police Record Check

Recruitment Handbook	Recruitment Procedure (Position Description Template)	Effective Date:	19 May 2020	Version 2.4
Authorised by	Chief Operating Officer	Review Date:	19 May 2023	Page 3 of 3
Warning	This process is uncontrolled when printed. The current version of this document is available on the HR Website.			