POSITION DESCRIPTION

Legal and Risk
Chief Operating Officer Portfolio

Lawyer

POSITION NUMBERS 0056090 and 0044483

PROFESSIONAL CLASSIFICATION
STANDARD/SALARY UOM 8 - $105,684 - $114,389 per annum

SUPERANNUATION Employer contribution of 17%

WORKING HOURS Full Time (1 FTE)

BASIS OF EMPLOYMENT Continuing

HOW TO APPLY Go to http://about.unimelb.edu.au/careers, under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.

CONTACT FOR ENQUIRIES ONLY
Sarah Morgan (HAS-related queries)
Email sarah.morgan@unimelb.edu.au
Diana Nestorovska (STEM-related queries)
Email diana.nestorovska@unimelb.edu.au

Please do not send your application to the above contacts.

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers
ACKNOWLEDGEMENT OF COUNTRY
The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

THE UNIVERSITY OF MELBOURNE
Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia’s premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University’s strategy, ‘Advancing Melbourne’, at http://about.unimelb.edu.au/advancing-melbourne

CHIEF OPERATING OFFICE PORTFOLIO
The Chief Operating Officer (COO) Portfolio enables quality outcomes for students, staff and partners by delivering University-wide services and operational support to meet the organisation's evolving needs and strategic goals. The portfolio also works in partnership with teams across the University to drive innovation, transformation and improved performance, within and across functions. It is responsible for the University’s budget and financial performance, and the management of its property and capital.

The COO Portfolio is comprised of six sub-portfolios covering all areas of our operations, including the 3 newly
established Operational Performance group. This has been established to drive and manage a program of operational improvement and service transformation, underpinned by contemporary business insights, data modelling, predictive analytics, digital tools, and service planning.

- Business Services
- Chief Finance Officer Group
- Legal and Risk
- Operational Performance Group
- Research, Innovation and Commercialisation
- Student and Scholarly Services

LEGAL AND RISK

Legal and Risk delivers high-quality, integrated, expertise-based professional services and advice to facilitate agile decision making and enable external compliance in support of the University’s operations and purpose. The Legal Services team provide proactive, customer aligned, value add and trusted advisor support focussed on early involvement to assist in decision making which assists in the University’s risks and reputation management.

Each Lawyer in a cluster will be proactively focussed on the needs of a client cluster and so be responsible for aligning the Legal Services resources to the relevant cluster group and strategic priorities in partnership with that cluster group and its senior stakeholders and leads.

Lawyers in the HASS cluster provide proactive delivery of expert legal advice and assistance on HASS legal matters. The work is varied and includes advising on general commercial matters, consumer law, education sector law, charitable trusts & wills, IP and research and commercialisation, and providing input and advice to other lawyers and functions in Legal and Risk as required.

Lawyers in the STEM cluster are involved in a very broad range of work, including in the areas of research and commercialisation, procurement, IP licensing, IT agreements, artwork commissioning and loan arrangements, and international compliance and engagement.

The work in both clusters is engaging and members of the team are encouraged to work closely with stakeholders and the wider team in a collaborative manner and with a focus on continuous improvement.

OUR COMMITMENT TO DIVERSITY AND INCLUSION

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and
rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people’s age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

**ABOUT THE ROLE**

**Position Purpose:**

The role provides high-quality, expert legal advice and assistance on a broad range of legal matters to guide and inform University decision making. The role involves working proactively and collaboratively with the Faculty cluster client group, and more broadly across the University as required, to support the University’s strategic objectives and to ensure that risks and the University’s reputation are managed effectively.

In this role you will work independently on complex legal matters as well as providing support to the Senior Lawyers and Director within the Faculty cluster. The role will require building strong relationships with stakeholders in the Faculty client group, centralised University functions and Chancellery, with a focus on partnership and providing legal assistance on key strategic decisions.

Reporting line: Director, Legal Services – HASS/Director of Legal Services – STEM, who in turn report to the General Counsel, Executive Director Legal & Risk

No. of direct reports: 0
No. of indirect reports: 0

**Key Dimensions and Responsibilities:**

Task level: Moderate

Organisational knowledge: Significant

Judgement: Moderate

Operational context: University wide

OH&S and compliance: All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities
for the role are available at http://safety.unimelb.edu.au/topics/responsibilities/.

Staff must comply with all relevant requirements under the University’s risk management framework including legislation, statutes, regulations and policies.

**Core Accountabilities:**

1. Provide high quality, solution focussed, legal advice on a broad range of matters to support the Faculty client group, centralised University functions and Chancellery including advising on commercial and research activities, teaching and student related matters, procurement and commercial contracting, intellectual property matters, privacy, marketing and sponsorship arrangements, governance issues, trust and gift arrangements, and Indigenous cultural heritage issues.

2. Draft, negotiate and advise on a range of commercial agreements including general commercial agreements, service agreements, research agreements, IT and technology agreements, licensing arrangements, competitive tender documents, joint venture agreements, artwork commissioning and loan agreements and collaboration agreements.

3. Participate as an active member within the Legal and Risk Team demonstrating the team values and behaviours of Service Excellence, One Team and University First.

4. Build and maintain strong relationships within the Faculty client group supporting the business partnering approach, enabling early input into key decision making and the delivery of timely legal advice to support the strategic vision of the University.

5. Contribute to and support Legal Team projects and efficiencies including identifying processes that could be streamlined or improved.

6. Manage routine and technically complex tasks and issues autonomously as well as working collaboratively with other members of the Faculty cluster and wider Legal Services team.

7. Maintain a strong understanding of, and advise on, legislation that impacts the Faculty client group and wider University.

8. Proactively identify and deliver solutions for client needs.
Legal & Risk Values and Behaviours:

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| Service Excellence | • We proactively partner with our clients  
                           • We are always learning and sharing  
                           • We celebrate our successes and learn from our mistakes  
                           • We fit the effort to the task |
| One Team        | • We actively create links and promote connections  
                           • We know who to ask, we know where to find it  
                           • We respect each other and are inclusive  
                           • We encourage varied perspectives and opinions |
| University First | • We prioritise the best interests of the University  
                           • We help our clients make decisions in the context of the University’s strategic priorities  
                           • We promote and act with integrity |

Selection Criteria:

Education/Qualifications
1. The appointee will have: A minimum of 3 years post-qualification experience in private practice or in-house.
2. Current Victorian practicing certificate or equivalent.

Knowledge and skills:
1. Experience in the management of numerous contemporaneous, complex matters and the delivery of solutions focused legal advice.
2. Experience in some of or all of the following: Commercial and Contract Law, Intellectual Property, Information Technology, Privacy, Administrative Law, Trusts and Gifts, Consumer Marketing or Corporations Law.
3. Proven ability to build, establish and maintain relationships and manage multiple stakeholders.
4. Strong drafting and negotiation skills.
5. Proven ability to work autonomously and the judgment to determine when to seek guidance and advice.
6. Proven ability to understand client priorities, work with and manage ambiguity and make strategic decisions in the best interests of the client/organisation.
7. Ability to work to a high ethical standard ensuring professionalism and confidentiality at all times.
8. Ability to manage client expectations.
Other job-related information:
Occasional work out of ordinary hours.

Personal Attributes:

- Strong commitment to high performance, best practice and excellence in service delivery.
- Highly collaborative and team oriented.
- Enthusiastic, energetic and a self-starter who takes the initiative.
- Excited to develop new skills and knowledge and embrace and suggest new approaches.
- Commercial mindset.