## POSITION DESCRIPTION

Legal and Risk  
Chief Operating Officer Portfolio

### Lawyer – Specialist Services

<table>
<thead>
<tr>
<th>POSITION NUMBER</th>
<th>0050655</th>
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<tbody>
<tr>
<td>PROFESSIONAL CLASSIFICATION</td>
<td>UOM 8 ($108,009 - $116,906) or UOM 9 ($126,004 - $131,097), subject to the successful candidate's qualifications &amp; experience</td>
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<tr>
<td>STANDARD/SALARY</td>
<td></td>
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<tr>
<td>SUPERANNUATION</td>
<td>Employer contribution of 17%</td>
</tr>
<tr>
<td>WORKING HOURS</td>
<td>Full Time (1 FTE)</td>
</tr>
<tr>
<td>BASIS OF EMPLOYMENT</td>
<td>Continuing</td>
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<tr>
<td>HOW TO APPLY</td>
<td>Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a>, 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.</td>
</tr>
</tbody>
</table>
| CONTACT FOR ENQUIRIES ONLY | Mark Flaherty  
Tel +61 423 576 052  
Email mark.flaherty@unimelb.edu.au  
*Please do not send your application to this contact* |

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For information about working for the University of Melbourne, visit our website: [about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)
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, ‘Growing Esteem’, at http://about.unimelb.edu.au/strategy-and-leadership

CHIEF OPERATING OFFICER PORTFOLIO
The Chief Operating Officer (COO) Portfolio is responsible for the University’s budget and financial performance, and the management of its property and capital. It also delivers efficient and effective shared services in support of all aspects of the University’s business.

The COO Portfolio is comprised of eight sub-portfolios covering all areas of our operations, including the 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
- Digital and Data
- Finance
- Legal and Risk
- Operational Performance Group
- Property
- 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 team 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 Specialist Services will provide proactive delivery of expert legal advice and assistance on specialist legal matters (such as litigation, property and planning and projects) across the University and provide input and advice for other lawyers and functions in Legal and Risk as required.

EQUAL OPPORTUNITY, 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:
Reporting to the Director, Legal Services - Specialist Services, the Lawyer plays a critical part in providing, proactive, strategically aligned, high-quality legal advice and assistance on legal matters for their customers, in the first instance and more broadly across the University as required. This will be achieved through proactive partnering and collaborating to ensure delivery of high-quality, integrated, professional legal services and advice to facilitate agile decision making, enabling external compliance in support of the University’s strategic objective and operations.
The scope of Specialist Services is to provide proactive delivery of high-level expert legal advice and assistance on specialist legal matters such as litigation/disputes; HR /employment and workplace related matters and complaints; competition and consumer law, mergers and acquisitions; property and planning including large scale construction and finance projects for the University, admin and privacy law across the University.

The Lawyer will be expected to demonstrate and further develop diversity in legal and commercial acumen across a number of specialisations, such as general corporate and commercial experience, Disputes and litigation, HR/ Employment law and IR legal skills and superior plain English drafting and contract skills which reflects the complex nature of the legal matters across the depth and breadth of the University. Engaging with Legal Services colleagues across the Specialist and Cluster teams to receive expert input as required will be central to operating in a flexible truly customer-centric model.

The Lawyer operates within a dynamic complex and challenging environment with overall direction provided from Executive Leadership and will be responsible for managing customer matters and expectations often involving managing multi-disciplinary experienced resources from across Legal and Risk.

The Lawyer with direction from the Director, will self-manage with a high level of responsibility, be able to work with a degree of autonomously and have exceptional interpersonal skills to build productive working relationships within and beyond University customers.

Reporting line: Director, Legal Services – Specialist Services
No. of direct reports: 0
No. of indirect reports: 0
Direct budget accountability: N/A

**Key Dimensions and Responsibilities:**

Task level: Significant
Organisational knowledge: Significant
Judgement: Significant
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/](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:

• Participate as an active member within the Legal and Risk Team, promoting a culture of team, collaboration, through applying a business partnering approach with a clear focus on high-performance best practice and excellence in service delivery, within and across the wider University and ensure that best practice is shared and implemented proactively across the clusters, Legal and Risk and the wider University where relevant and appropriate.

• Demonstrate COO values by acting in the best interest of your employer; displaying service excellence by striving to deliver beyond expectations and taking ownership of the delivery; and value working collaboratively, connecting with people and building relationships in your workplace.

• Consider how risks and emerging risks can assist and inform the risk, audit and compliance activity across all of the Legal and Risk portfolio and proactively share that information.

• Proactively deliver legal services within the Specialist Services team through autonomously and/or through coordination within the team, ensuring the University activities comply with all relevant legislation and obligations and that the legal agreements do not disadvantage the University and are within agreed risk tolerances.

• Manage and direct the resolution of technical and complex legal matters and conflicts associated with customers through the provision of high-quality advice and guidance so as to facilitate the business of the University in a manner which best accommodates and manages significant legal risk.

• Manage routine and technically complex tasks and issues with often a degree of autonomy, working and referring to the Director, Legal Services – Specialist Services and General Counsel for more complex and significant matters.

• Provide legal advice as required on a broad range of legal matters to support the University across a range of legal practice areas.

• Provide advice and recommend appropriate risk-based approaches to direct the Legal Services resources in the most appropriate way to add value for the University and to proactively agree how low risk and low strategic value work can be otherwise addressed with tools or other solutions

• Provide advice and guidance to the Legal and Risk team in respect of the resolution of complex and/or sensitive cases involving senior colleagues as appropriate

• Draft, negotiate and review legal documents and agreements as required, seeking advice and guidance on only the most complex cases.

• Where relevant and with guidance from the Director, Legal Services – Specialist Services serve as the relevant legal contact to designated customers by providing strategic legal advice that
supports the strategic vision of the University and Faculties while ensuring the meeting of the national legal frameworks.

- Keep proactively abreast of legislation that may impact the University and ensure all advice and documentation provided is business focussed, risk based and legally compliant, working with the Compliance Lead in the Risk, Audit and Compliance team on such matters as appropriate.
- Under guidance and agreed approvals from the Director, Legal Services – Specialist Services contract outside counsel where appropriate to handle University legal matters, having regard for budget implications.
- Proactively promote within Legal Services and Risk, Audit and Compliance team and across the University adherence to compliance and quality assurance management standards, in line with requirements under the University’s risk management framework including OH&S, legislation, statutes, regulations and policies.
- Represent the Legal and Risk team, one team one goal ethos, such that its expertise and approach is consistently represented across the University.
- Obtain 360 degrees feedback to ensure ongoing effective performance.

**Selection Criteria:**

**Education/Qualifications**

1. A minimum of four years postgraduate qualifications in relevant discipline (Law) (LLB) as well as significant relevant legal experience (preferably within higher education sector)
2. Legal practising certificate or an equivalent combination of relevant experience and education/training.

**Knowledge and skills:**

3. Significant experience in the management of numerous contemporaneous, complex matters and delivery of client focused legal advice within a large and complex organisation.
4. Demonstratable commercial experience in provision of general commercial and corporate legal services.
5. Experience and expertise, in one or more of the following areas: Property, Projects, Disputes and Litigation, HR/ Employment and Workplace and Admin legal service.
6. Superior plain English drafting and contract skills.
7. Proven knowledge of legal concepts and their application within a University environment.
8. Strong focus and demonstrated track record in delivering exceptional client service.
9. Proven ability to build, establish and maintain relationships and manage multiple stakeholders.
10. Proven ability to understand customer and University priorities and work with and manage ambiguity and make strategic decisions in the best interests of the client/organisation.
11. Ability to work to a high ethical standard ensuring professionalism and confidentiality at all times.
12. Strong written and verbal communication skills.

**Other job-related information:**

- Occasional work out of ordinary hours.

**Personal Attributes:**

- Promoting a Business Partner approach to service delivery
- Engendering trust, confidence and building rapport
- Highly collaborative and team orientated
- Strong commitment to high performance, best practice and excellence in service delivery.
- Agile, adaptable, responsive and flexible
- Willing to develop new skills and knowledge and embrace new approaches.
- Business mindset and sound judgement
- Highly strategic and solutions oriented
- Proactive inclination and aptitude to take initiative.
- Enthusiastic, energetic and self-starter