

POSITION DESCRIPTION



Legal and Risk
Chief Operating Officer Portfolio

Lawyer – Medicine, Dentistry and Health Sciences (MDHS)

POSITION NUMBER	0037214
PROFESSIONAL CLASSIFICATION	Lawyer UOM 9 - \$139,693 - \$145,339 per annum, pro rata
SUPERANNUATION	17%
WORKING HOURS	Full Time (1 FTE)
BASIS OF EMPLOYMENT	Continuing
CONTACT FOR ENQUIRIES ONLY	Ana Macfarlane Tel +61 408 053 606 Email: Ana.Macfarlane@unimelb.edu.au

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 Country throughout Australia. The University recognises the unique place held by First Nations peoples as the original custodians of country and their continued connection to the land, waterways, songlines and culture. The University respects all First Nations peoples and warmly embrace those students, staff, Elders and collaborators who identify as First Nations.

The University of Melbourne

University of Melbourne is at the forefront of higher education with outstanding performance in international rankings and a reputation for excellence in teaching, research and research translation.

In these extraordinary times, the University's purpose – to benefit society through the transformative impact of education and research – is more important than ever.

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.

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

Legal and Risk

Legal and Risk is a vibrant and dynamic business unit. We pride ourselves on our collegiate approach to working across teams, functions, faculties and disciplines, and touch all areas of the University's operations. Our work is interesting, challenging and rewarding, with possibly the most diverse range of clients you'll ever get an opportunity to work with in one organisation. The leadership team are champions of professional development and will support your growth in a way that suits you. We have a strong commitment to our values and behaviours, and we recognise and reward our peers when we see those behaviours being demonstrated. We have an inclusive culture that encourages participation in many regular and ad-hoc social and wellbeing activities.

Our Commitment to Diversity and Inclusion

The University is a safe, vibrant, diverse and inclusive community, and a destination of choice for talented staff. We strongly encourage applications from First Nations peoples, the LGBTIQ+ community, people living with a disability and people from culturally and linguistically diverse backgrounds.

In 2021 the University launched our Diversity and Inclusion Strategy 2030 and Gender Affirmation Policy to safeguard and enhance an environment where everyone is valued and respected. Reconciliation is central to the full realisation of the University's purpose. The University of Melbourne Reconciliation Network is a staff network formed and launched during National Reconciliation Week in 2019 to connect and share

information about First Nations peoples' issues, programs, events, activities and research with the aim of facilitating a deeper understanding of key reconciliation issues of race relations, equality and equity, institutional integrity and unity. The University has an active Pride in Action Network and achieved Bronze accreditation for our first ever submission to the Australian Workplace Equality Index for LGBTIQ+ inclusion.

Chief Operating Office Portfolio

This role sits within the Chief Operating Officer (COO) Portfolio. The COO is responsible for providing University-wide services and operational support, with a focus on driving the University to meet its evolving needs and strategic goals.

The COO Portfolio is comprised of eight sub-portfolios covering all areas of our operations. These are Legal and Risk • Business Services • Digital and Data • Finance • Operational Performance Group • Property • Research, Innovation and Commercialisation • Student and Scholarly Services

ABOUT THE ROLE

This role supports the six schools within the Faculty of Medicine, Dentistry and Health Sciences (the Melbourne Medical School; the Melbourne School of Psychological Sciences; the Melbourne School of Population and Global Health; the School of Biomedical Sciences; the Melbourne Dental School; and the Melbourne School of Health Sciences), the various Departments of the MDHS Faculty, and the considerable affiliate and institute arrangements across the Parkville biomedical precinct and beyond. The MDHS legal team also supports Chancellery Research; and the Research, Innovation and Commercialisation (RIC) team in the COO Portfolio.

Reporting to the Director, Legal Services – MDHS, and working in a highly collegiate and supportive team, this position delivers high quality, customer-centric, strategically aligned, legal advice and support to the University, collaborating with our internal customers and other professional support staff, and supporting our strategy, values and behaviours.

The Lawyer will be expected to demonstrate legal skills (commensurate with PQE level) across a one or more areas to support research contracting and commercialization activity and associated activities in support of the MDHS faculty.

You will be comfortable engaging with a range of stakeholders and take a plain English approach to communicating and drafting. You will have legal skills and experience in one or more of the following areas: intellectual property (licensing & commercialisation); research-related collaborations (particularly in the University sector); and general commercial contracting.

Core Accountabilities:

- Provide high quality, solution-focused legal advice on a broad range of matters to support the MDHS teams' clients, including advising on research-related collaborations and commercialisation, and IP translation and commercialisation in a University context.

- With leadership from the Director, be able to work autonomously and have strong interpersonal skills to build productive working relationships within the University and beyond.
- Actively participate as a key member of the Legal and Risk Team, promoting a culture of collaboration and applying a business partnering approach with a clear focus on high-performance best practice and excellence in service delivery, within and across each team.
- Demonstrate COO values by acting in the best interest of the University; 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 the workplace.
- Provide legal advice as required on a broad range of legal matters to support the University across a range of legal practice areas relevant to the MDHS cluster.
- Draft, negotiate and review legal documents and agreements as required.
- Represent the Legal and Risk team, one team one goal ethos, such that its expertise and approach is consistently represented across the University.

No. of direct reports: 0

Direct budget accountability: N/A

SELECTION CRITERIA

Education/Qualifications

- Lawyer: A minimum of five years postgraduate experience in relevant discipline(s)
- Higher education sector desirable but not essential
- Current Victorian practicing certificate.
- Please note that a Working With Children Check is a mandatory requirement for the role.

Knowledge and skills:

- Experience and expertise in one or more of the following areas: intellectual property law (licensing & commercialisation); general commercial law; contract law.
- Ability to build and maintain effective client relationships and deliver client focused solutions and advice.
- Experience in drafting and negotiating a range of commercial agreements.
- Highly effective written and verbal communication skills.
- Ability to work to a high ethical standard ensuring professionalism and confidentiality at all times.
- Proactive inclination and aptitude to take initiative and deliver process improvements to support more efficient delivery of legal services.

Personal Attributes and Capabilities:

- Highly collaborative and team orientated.
- Agile, adaptable and flexible. Growth mindset.
- Proactive inclination and aptitude to take initiative.
- Enthusiastic, energetic and self-starter.

Other job-related information:

- Occasional work out of ordinary hours.