

Job Description – Legal Counsel

Position Details

Position Title:	Legal Counsel
Division/ Centre:	Finance and Legal Services
Department:	Legal & Compliance
Campus Location:	Based at the Saigon South campus, but may be required to work and/or be based at other campuses of RMIT Vietnam.
Job Grade/ Classification:	PSV9
Time Fraction:	Full-time 1.0

RMIT University

RMIT is a global university of technology, design and enterprise. Our mission is to help shape the world through research, innovation, teaching and engagement, and to create transformative experiences for our students, getting them ready for life and work. One of Australia's original educational institutions founded in 1887, RMIT University now has 82,000 students including 12,000 at postgraduate level.

The University enjoys an international reputation for excellence in professional and practical education, applied and innovative research, and engagement with the needs of industry and the cities in which we are located. With three campuses in Melbourne (Central Business District, Brunswick and Bundoora), two in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain, RMIT is a truly global university. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China, Indonesia, Sri Lanka, Belgium, Germany, Austria and The Netherlands, and enjoys research and industry partnerships on every continent.

RMIT prides itself on the strong industry links it has forged over its 129-year history. Collaboration with industry is integral to the University's leadership in applied research and education, and to the development of highly skilled, globally focused graduates. We are a 5-Star university under the QS Stars international evaluation system, and are 21st in the world among universities less than 50 years old (2015 QS Top 50 Under 50 index).

RMIT is ranked among the world's top universities in 23 of 38 assessed subjects (and all five faculty areas) featured in the 2017 QS World University Rankings by Subject. RMIT features among the world's top 100 ranking in the 2017 QS subject rankings in Art and Design; Architecture and the Built Environment; Computer Science, Information Systems, Engineering (Civil and Structural); Engineering (Electrical and Electronic); Communication and Media Studies, Education, Business and Management Studies, and Development Studies. The University's research was rated "well above world standard" in 13 research fields and "above world standard" in a further nine fields in the 2015 Excellence in Research for Australia evaluation. In the 2017 QS Graduate Employability Rankings, RMIT is ranked seventh in Australia and 71-80 in the world on the basis of employer reputation, alumni outcomes, partnerships with employers, employer-student connections and graduate employment rate.

www.rmit.edu.au

RMIT Vietnam

RMIT University Vietnam (RMIT Vietnam) is a campus of RMIT University. RMIT Vietnam is creating an innovative research, teaching and learning culture. We are committed to providing internationally recognised high-quality education and professional training for our students, clients and members of the community.

As an internationally recognised Australian university based in Asia, RMIT Vietnam is assisting in the development of human resources capability in Vietnam and the region.

Degrees are awarded by RMIT University in Australia, allowing Vietnamese students to receive an overseas education without having to leave home. Given its international profile, RMIT Vietnam is also host to students from Australia and many other countries. All degree programs are recognised by the Vietnamese Ministry of Education and Training (MOET) and are subject to regulation by the Australian Tertiary Education Quality and Standards

Agency. The academic programs span from vocational English through to undergraduate, post-graduate and Ph.D. programs. All teaching at RMIT Vietnam is in English.

www.rmit.edu.vn

Position Summary

The Legal Counsel is a generalist practitioner who leads and controls legal activities, gives advice and services to the management of the campus to ensure the effective implementation of university policies, compliance with external legislative requirements and to support the effective operation of the university's primary activities and management processes.

Reporting Lines

Reports to: Director Finance and Legal – RMIT Vietnam.
Indirectly reports to: General Counsel and University Secretary – RMIT University (Melbourne)
Direct reports: 1

Key Accountabilities

- Give accurate and timely counsel to executives in a variety of legal topics (labour law, partnerships, international ventures, corporate finance etc.);
- Collaborate with management to devise efficient defence strategies;
- Specify internal governance policies and regularly monitor compliance;
- Research and evaluate different risk factors regarding business decisions and operations;
- Apply effective risk management techniques and offer proactive advice on possible legal issues;
- Communicate and negotiate with external parties (regulators, external counsel, public authority etc.), creating relations of trust;
- Draft and solidify agreements, contracts and other legal documents to ensure the company's full legal rights;
- Deal with complex matters with multiple stakeholders and forces;
- Provide clarification on legal language or specifications to everyone in the organization;
- Conduct work with integrity and responsibility;
- Maintain current knowledge of alterations in legislation;
- Work in collaboration with the General Counsel and University Secretary and his/her direct reports as required.

Key Selection Criteria

1. LL.M. from a law school, preferably a foreign university
2. Member of a local bar association
3. At least 5 years of legal practice in general corporate/ commercial law and labour law, Preferable with experience in private practice advising foreign-invested companies
4. Full comprehension of the influences of the external environment for the organization.
5. Demonstrated ability to create legal defensive or proactive strategies.
6. Sound judgement and ability to analyse situations and information.
7. Demonstrated experience in providing advice integrating internal business requirements with external requirements.
8. Outstanding communication skills.
9. Ability to display appropriate behaviours in line with the position, as per the RMIT Behavioural Capability Framework (Connectedness, Commitment to Excellence – Improve and Simplify; Imagination and Innovation; Impact; Inclusion; Agility).

English Proficiency

English is the language of teaching and communication at RMIT Vietnam. For this role, the minimum requirement is IELTS General with a score of at least 6.5 or BULATS 75 (or equivalent, as outlined in the Recruitment, Selection and Onboarding Guidelines).

For any role, English Language Proficiency may also be proven by showing successful completion of secondary education to a level qualifying to enter university study while being instructed through the medium of English, as per the RMIT University recognised qualification list.

Organisational Accountabilities

RMIT Vietnam is committed to the health, safety and wellbeing of its staff members. RMIT Vietnam and its staff members must comply with a range of Vietnamese legal and regulatory requirements, including foreign investment

& business, import & export, contracts & commerce, banking, finance & foreign exchange, labour, taxation, land & premises, environment, and immigration. RMIT Vietnam expects all staff members to comply with its Code of Conduct, policies and procedures, which relate to legal and regulatory requirements and our ways of working.

Endorsed:	Signature: Name: Title: Date:	Approved:	Signature: Name: Title: Date:
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