SENIOR LAWYER (DISPUTES AND COMPLIANCE)

DEPARTMENT/UNIT: Office of the General Counsel

FACULTY/DIVISION: Chief Operating Officer and Senior Vice-President

CLASSIFICATION: HEW Level 9

DESIGNATED CAMPUS OR LOCATION: Clayton campus

ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

The Chief Operating Officer and Senior Vice-President is responsible for the Monash University Administration portfolio, which includes the majority of the University's internal and infrastructure support services.

The Office of the General Counsel (OGC) is the central office within the University to deal with legal issues. We provide comprehensive legal advice and services to senior management and staff on matters that relate to the University’s governance and its diverse educational, research and commercial endeavours. We are customer focused in partnering with our University clients to deliver timely, accurate and practical legal advice. We also coordinate access to external legal services as required.

POSITION PURPOSE

The position provides legal services and advice to management, senior stakeholders and staff of the University specifically related to student conduct and progress; staff and student research misconduct investigations, Ombudsman and IBAC matters, commercial administrative law and personal injuries litigation, bespoke investigations and a variety of compliance and policy issues.

Reporting Line: The position reports to the Director, Disputes and Compliance

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable
KEY RESPONSIBILITIES

1. Provide timely, accurate and practical legal advice and services to management and staff on day to day legal matters and also in relation to more complex university-related matters
2. Produce high quality legal research, advice and documents appropriate to clients’ needs associated with each matter that is being handled
3. Prioritise work and effectively manage the workload and client expectations in a high volume legal office
4. Demonstrate a deep understanding of the University’s strategic objectives and the business imperatives associated with each matter that is being handled
5. To a high standard, review, or draft in plain English, and negotiate and settle a wide range of agreements and contracts and other legal documents relating to the full range of the University’s activities
6. Build and sustain relationships with a network of colleagues, clients and stakeholders and use these to facilitate cooperation and deliver services aligned with client needs
7. Play a key role in supporting the OGC to develop and implement initiatives to improve the effective operation of the office and strategic delivery of legal services to clients
8. Provide support to colleagues both within the OGC and external to the Office of the General Counsel as appropriate
9. Be available to back up other lawyers from time to time as required, particularly during absences
10. Undertake work in a manner consistent with the ethical and legal obligations of a corporate legal practice
11. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
   - Tertiary qualifications in law (LLB) with at least four years’ post-admission experience; and
   - legal practising certificate and preferably currently practising in Victoria; and
   - high standing with extensive experience in a legal practice setting

Knowledge and Skills

2. Proven experience in administrative law and management and investigation of legal disputes, and its application in an education environment
3. Demonstrated ability to prioritise and manage multiple legal matters simultaneously and completing such task in a timely manner
4. Strong technical background in using and interpreting legislation
5. Highly-developed relationship management skills, including the ability to interact, influence and negotiate at senior levels
6. Exceptional communication skills, including the ability to draft legal documents, provide authoritative advice, and effectively communicate complex information in a clear, succinct manner
7. Exemplary ability to work autonomously and also cooperatively in a team environment and to foster a culture of focused customer service and continuous improvement
OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- A current satisfactory Working With Children Check is required
- A successful National Police Record check

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.