SENIOR LAWYER, DISPUTES AND ADMINISTRATIVE LAW

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 Portfolio of the Chief Operating Officer and Senior Vice-President is responsible for the University’s administrative portfolio, which includes the majority of the University’s internal and infrastructure support services and the link between the University and associated organisations. The portfolio ensures the effective integration of people, buildings and technology drive to support the University’s objectives.

The Office of the General Counsel 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 to support disputes and administrative functions. Areas of law within the stream include litigation and dispute matters, general and research misconduct, investigations, IBAC/Whistleblower matters, FOI support and certain contentious student related matters.
**Reporting Line:** The position reports to a Director, Legal Services – Disputes and Administrative Law, nominated by the General Counsel and will operate under broad direction, working with a considerable degree of autonomy

**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. 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

6. 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

7. Provide support to colleagues both within the OGC and external to the Office of the General Counsel as appropriate

8. Be available to back up other lawyers from time to time as required, particularly during absences

9. Undertake work in a manner consistent with the ethical and legal obligations of a legal practice

10. 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. Extensive experience in a general legal practice

3. Proven experience in disputes/litigation and administrative law, and its application in an education environment or public sector setting

4. Demonstrated ability to prioritise and manage multiple legal matters simultaneously and completing such task in a timely manner

5. Strong technical background in using and interpreting legislation

6. Highly-developed relationship management skills, including the ability to interact, influence and negotiate at senior levels
7. Exceptional communication skills, including the ability to draft legal documents, provide authoritative advice, and effectively communicate complex information in a clear, succinct manner

8. Exemplary ability to work autonomously and also cooperatively in a team environment and to foster a culture of focused customer service and continuous improvement

9. Experience working in a University environment and knowledge of University legislation and associated legal issues

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
- This position will require 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.