

# SENIOR LAWYER

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

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At [Monash](#), work feels different. There's a sense of belonging, from contributing to something groundbreaking – a place where great things happen. You know you're part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver ground-breaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the [challenges](#) of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and [diversity](#). When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an [inclusive workplace culture](#) for our staff regardless of ethnicity or cultural background. We have also worked to improve gender equality for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – [#Changelt](#) with us.

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 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. To enable optimal delivery to our clients, the Office has five dedicated legal streams - Corporate and Commercialisation, Commercial and Property, Disputes and Administrative Law, Research and Education, and Data Protection and Privacy.

## POSITION PURPOSE

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The **Senior Lawyer** supports the General Counsel and the Directors in the provision of legal services and advice to management, senior stakeholders and staff of the University to support its education, research, commercial and administrative functions. The Senior Lawyer's focus will be on one of the five streams, however will work collaboratively with colleagues in other streams on joint projects, as appropriate.

The Senior Lawyer is responsible for providing advice independently, and is a point of contact and advice for other lawyers in the office.

**Reporting Line:** The position reports to a Director, 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

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1. Lead, manage and produce timely, accurate and practical legal advice and services to management and staff on day-to-day legal matters and more complex University-related matters in a manner consistent with the ethical and legal obligations of a corporate legal practice
2. 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
3. Direct, conceptualise and deliver high quality legal research, advice and documents appropriate to clients' needs associated with each matter that is being handled
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. Initiate, develop and maintain relationships with a network of colleagues, clients and stakeholders and use these to facilitate cooperation and deliver services aligned with client needs
7. Provide leadership and guidance to colleagues both within and external to the OGC and be available to backfill other lawyers from time to time, particularly during absences
8. Other duties as directed from time to time

## KEY SELECTION CRITERIA

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### Education/Qualifications

1. The appointee will have:
  - A tertiary qualification in law (LLB) and be a qualified legal practitioner, preferably current practicing in Victoria; and
  - four or more year's post admission experience; and
  - high standing with extensive experience in a legal practice setting.

### Knowledge and Skills

2. Extensive experience in a general/commercial contracts legal practice coupled with a strong technical background in using and interpreting legislation
3. Outstanding planning and organisational skills, with demonstrated ability to prioritise and manage multiple legal matters simultaneously and complete tasks in a timely manner
4. Exemplary ability to work autonomously, cooperatively in a team environment and to foster a culture of focused customer service and continuous improvement
5. Highly-developed relationship management and consulting skills, including the ability to interact, influence and negotiate at senior levels
6. Highly-developed analytical and conceptual skills including demonstrated ability to quickly assimilate new concepts and information and deliver positive, innovative solutions
7. Exceptional interpersonal and communication skills, including the ability to draft legal documents, provide authoritative advice, and effectively communicate complex information in a clear, succinct manner
8. Experience working in a University or similar environment and knowledge of University legislation and associated legal issues

## OTHER JOB RELATED INFORMATION

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- 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
- This position will require a successful National Police Record check

## GOVERNANCE

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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.