SENIOR LAWYER (DISPUTES AND ADMINISTRATIVE LAW)

DEPARTMENT/UNIT Office of the General Counsel

FACULTY/DIVISION Office of the Chief Operating Officer and Senior Vice-President

CLASSIFICATION HEW 10A

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

This position is a senior legal contact within the OGC for disputes and administrative law stream. The incumbent will support the Director, Legal Services – Disputes and Administrative Law in providing legal advice and services in line with best practice, tailored to meet client needs. Areas of law within the stream include litigation and dispute matters, general and research misconduct, investigations, IBAC/Whistleblower matters, privacy and data law, FOI support and certain contentious student related matters.

Reporting Line: The position reports to the Director, Legal Services – Disputes and Administrative Law

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable
KEY RESPONSIBILITIES

1. Provide timely, accurate and practical high-quality legal advice, research, documents and services to management and staff on day-to-day and complex legal matters in the areas of disputes and administrative law, applying a deep understanding of the University’s strategic objectives and the business imperatives associated with each matter that is being handled.

2. Act as a senior legal contact relating to disputes and administrative law issues, by providing strategic legal advice that supports the achievement of organisational objectives.

3. Ensure the provision of effective negotiation, transaction and project management support to relevant business units, and higher management.

4. 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.

5. Support the development and implementation of initiatives, improvements to the service delivery model and solutions to improve the effective operation of the OGC and strategic delivery of legal services to clients.

6. Provide leadership and guidance to colleagues both within the OGC and external to the OGC as appropriate.

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

8. Apply judgement to prioritise work of self and others and effectively manage client expectations in a high volume legal office.

9. Other duties as directed from time to time.

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
   - Tertiary qualifications in law (LLB); and
   - legal practising certificate; and
   - high standing with expertise in a legal practice setting.

Knowledge and Skills

2. Extensive experience in administrative law, ideally within or concerning a public sector setting.

3. Significant experience in litigation and dispute resolution.

4. Highly-developed relationship management skills, including the ability to interact, influence and negotiate at senior levels.

5. Exceptional communication skills, including the ability to provide authoritative advice, and effectively communicate complex information in a clear, succinct manner.

6. Demonstrated ability to be independent, flexible and versatile, to manage competing priorities and deliver high quality advice within tight timeframes, targeted to the University’s needs.

7. Excellent legal drafting and advocacy skills including exceptional accuracy and attention to detail.

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.