SENIOR LAWYER (CONSTRUCTION AND PROPERTY)

DEPARTMENT/UNIT: Office of the General Counsel

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

CLASSIFICATION: HEW Level 9

WORK 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 is the central office within the University to deal with legal issues. The office provides comprehensive legal advice and services to management and staff on University related matters, and coordinates access to external legal services. The Office of the General Counsel does not provide legal advice to students nor does it advise staff on personal matters, including personal consultancies undertaken in accordance with Monash policy.

POSITION PURPOSE

The position provides legal services and advice to management, senior stakeholders and staff of the University to support its education, research, commercial and administrative functions.

Reporting Line: The position reports to a lawyer 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. 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.

**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;

**Knowledge and Skills**

2. Extensive experience in a legal practice.

3. Proven experience in construction and property law and building services matters.

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 is desirable.

**OTHER JOB RELATED INFORMATION**

- The incumbent may be required to undertake work or attend meetings on other campuses or University sites from time-to-time.
- Taking of leave is limited during peak periods.
- Some out of hours work may be required at various times during the year.

**LEGAL COMPLIANCE**

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.