

# SENIOR MANAGER, LEGAL SERVICES - CORPORATE AND COMMERCIALISATION

DEPARTMENT/UNIT	Office of the General Counsel
FACULTY/DIVISION	Office of the Chief Operating Officer and Senior Vice-President
CLASSIFICATION	Level 10A
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 groundbreaking 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 – [#ChangeIt](#) 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 (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

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The Senior Manager, Legal Services – Corporate and Commercialisation is a senior legal contact within the Office of the General Counsel that supports the General Counsel in driving and executing the Office's strategic vision and objectives in line with Monash University's mission and strategic priorities. This position supports the Director, Legal Services – Corporate and Commercialisation in the provision of specialist legal advice and services in line with best practice and tailored to meet client needs.

Areas of law within the stream include the University's significant corporate matters and engagements including with international and domestic partners, joint ventures and/or related entities, entity structuring, constitutions, management and shareholder arrangements. Areas of work pertaining to commercialisation include intellectual property matters, research commercialisation and licensing agreements.

**Reporting Line:** The position reports to Director, Legal Services – Corporate and Commercialisation under broad direction

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

## KEY RESPONSIBILITIES

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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 corporate and commercialisation stream, applying a deep understanding of the University's strategic objectives and the business imperatives associated with each matter that is being handled
2. To a high standard, review, or draft in plain English, and negotiate and settle a wide range of agreements, contracts and other legal documents
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 high ethical and legal obligations of a corporate legal practice
8. Be proactive and responsive to changing priorities and demands by applying judgement to prioritise work of self and effectively manage client expectations in a high-volume legal office

9. Other duties as directed from time to time

## KEY SELECTION CRITERIA

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### Education/Qualifications

1. The appointee will have:
  - Tertiary qualifications in law (LLB); and
  - legal practising certificate; and
  - high standing with extensive data protection and privacy experience in a legal practice setting, ideally with specialist data protection and privacy qualifications or accreditations.

### Knowledge and Skills

2. Extensive experience in providing expert and authoritative legal advice and services in Corporate and Commercialisation matters
3. Extensive experience liaising with external parties, including third parties to transactions and external legal counsel
4. Highly-developed relationship management skills, with the proven ability to consult, influence and negotiate to strategically manage and engage with an extensive network of colleagues and senior stakeholders
5. Demonstrated ability to work autonomously, proactively and effectively with success in a matrix, or large management structure
6. Excellent legal drafting and advocacy skills including exceptional accuracy and attention to detail
7. Exceptional communication skills, including the ability to provide authoritative advice, and effectively communicate complex information in a clear, succinct manner both verbally and in writing
8. Proven ability to provide expert advice, handle information and business affairs with integrity, professional ethics and to maintain confidentiality and privacy at all times
9. Demonstrated ability to be independent, flexible and versatile, to manage competing priorities and deliver high quality advice within tight timeframes
10. Advanced computer literacy and the ability to adapt to new technologies which support a fast paced and high volume in-house legal office

## 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.