

SENIOR LAWYER (COMMERCIAL AND PROPERTY)

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

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 – [#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 (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 endeavors. 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 the commercial and property stream. The incumbent will support the Director, Legal Services – Commercial and Property to support the University in achieving its goals through the provision of timely and authoritative legal advice and services on a wide range of legal matters. Areas of law within this stream include major property and construction matters, significant commercial transactions, as well as significant business and IT procurement activities and initiatives.

Reporting Line: The position reports to the Director, Legal Services – Commercial and Property

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 commercial and property 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 commercial and property law 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 extensive experience in a legal practice setting.

Knowledge and Skills

2. Extensive experience in commercial and/or property law ideally within or concerning a public sector setting
3. Highly-developed relationship management skills, including the ability to interact, influence and negotiate at senior levels
4. Exceptional communication skills, including the ability to provide authoritative advice, and effectively communicate complex information in a clear, succinct manner
5. 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
6. 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
- 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.