POSITION DESCRIPTION

Position Title: Senior Legal Counsel (Commercial Advisory and Contracts)
Organisation Unit: Legal Services
Standard Position Number:
Type of Employment: Continuing, Full-time
Classification: HEW Level 9

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world. UQ ranks in the world’s top universities and has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience—the UQ Advantage—is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities. Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.

POSITION CONTEXT

Led by the General Counsel, UQ Legal Services is responsible for the delivery of legal services to the Vice-Chancellor, executive management, and other key decision makers at UQ in order to support the achievement of UQ’s strategic objectives while protecting its interests. The General Counsel reports to the Chief Operating Officer and is part of the Chief Operating Officer’s senior management team.

UQ Legal Services is currently comprised of:
• the Legal Services (General) team (which includes the Senior Legal Counsel (Commercial Advisory and Contracts));
• the Legal Services (Research) team which focuses on research related contracts and matters; and
• the UQ Copyright team which deals with copyright matters.

UQ Legal Services operates within a devolved environment with Research, UQ Copyright and Information Technology lawyers co-located with internal clients.

The Legal Services (General) team provides legal advice on a wide range of areas, including:
• commercial and contract law matters, including reviewing, drafting and negotiating a range of contracts such as contracts for services and similar arrangements (including international consultancies); MOUs, joint ventures, collaboration agreements, competitive tender processes, and construction projects;
• property law matters, including reviewing, drafting and negotiating licences, leases, and other documents and advising on related planning and construction law matters;
• information technology matters;
• dispute resolution and litigation;
• administrative law, including advice to ensure defensible decisions by key decision makers;
• student disciplinary and appeals matters;
• research misconduct investigations and processes;
• governance issues; regulatory issues; statutory interpretation;
• Corporations Law matters;
• bequests and gifts to UQ;
• intellectual property issues.

PRIMARY PURPOSE

The Senior Legal Counsel (Commercial Advisory and Contracts) is responsible for providing legal and strategic advice on commercial and contract law matters arising from the broad range of activities of UQ. The position also provides legal advice on a wide range of other legal issues affecting UQ.

The position will primarily work on matters relating to the Commercial Advisory and Contracts stream but will be flexible and available to work across other streams of legal work (depending on client demands, expertise and priorities as directed by the Associate Director and General Counsel).

As a senior member of the Legal Services team, you will also supervise and manage the work of junior and mid-level lawyers and undertake business and strategic activities in support of the General Counsel – including in promoting and maintaining a high performing and collaborative team culture and actively contributing to continuous improvement programs and systems/ process improvements.

Working in an in-house environment, you will be flexible and willing to undertake a range of work from the complex to the less complex.

The position reports to the Associate Director, Legal Services and the General Counsel.

KEY ACCOUNTABILITIES
1. **Delivery of Legal Services**

- Provide timely, high-quality legal advice to the Vice-Chancellor, Chief Operating Officer, other executive management and key decision makers across UQ.
- Provide legal and strategic advice on contract and commercial law matters relating to the activities of the University, which may include (for example) advising on:
  - Funding agreements; services contracts; consultancy agreements;
  - Joint appointment agreements; clinical academic fellowships;
  - Student placement agreements;
  - Joint venture agreements;
  - Project agreements;
  - Tender documentation;
  - Corporate documents, such as constitutions and shareholders’ agreements;
  - International agreements;
  - Memorandum of Understanding;
  - Intellectual property;
  - Statutory interpretation;
  - Governance issues.
- Provide legal advice on a wide range of other legal issues affecting UQ, including in respect of property, wills and bequests, administrative law and student issues.
- Manage the conduct of complex and sensitive litigation on behalf of UQ, as required.
- Provide legal advice in relation to the development and implementation of policies and procedures, and in relation to legislative programs, as required.
- Manage the provision of legal services outsourced to external legal providers (private law firms and counsel) to ensure value for money, quality and timeliness of work produced.
- Supervise the work of junior/ mid-level lawyers.
- Other duties as required by the General Counsel.

2. **Business and Strategic**

- Assist to market Legal Services’ capabilities and services to internal clients.
- Contribute to strengthening the knowledge and capacity of managers and other UQ staff to work within the relevant legislative and regulatory framework.
- Actively contribute to and support the development and implementation of improved business efficiencies through continuous improvement, innovation and initiatives in delivery of the legal function.
- Assist with developing and maintaining legal resources and precedent material.
- Actively participate in fostering a positive team environment with a strong culture of customer service, professionalism and best practice.
- Contribute to proactively identifying and managing current and emerging legal issues, priorities and risks for UQ.
3. **Key Stakeholder and Relationship Management**
   - Build and maintain strong and effective working relationships with internal clients, team members and external stakeholders.
   - Work collaboratively in a team environment and contribute towards team outcomes.

**SELECTION CRITERIA**

**Mandatory requirement**

1. The successful applicant must be admitted as a Solicitor or Barrister of the Supreme Court of Queensland, with demonstrated relevant expertise and experience (for example, a minimum of 7 years post admission experience is preferred).

**Essential – Key Capabilities** – to determine your suitability for the role, you will be assessed on the following key capabilities that link to the 'Key Accountabilities' for this role.

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<td><strong>2</strong></td>
<td>Extensive experience in commercial and contract law, including advising on complex / major commercial projects. Demonstrated ability to draft a wide variety of legal documents and to handle and resolve complex legal issues.</td>
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| **3** |Demonstrated ability to effectively supervise junior and mid-level lawyers to:  
  - facilitate delivery of high quality, timely legal advice; and  
  - train and mentor those lawyers. |
<p>| <strong>4</strong> | Achieves results - solution focussed with sound judgement skills and business acumen. Demonstrated ability to work collaboratively and efficiently in a results-driven environment with a high volume of business. |
| <strong>5</strong> |Communicates with influence - communicates in a clear, concise and articulate manner; listens, understands and adapts to audience and negotiates persuasively. Is able to express own point of view tactfully, respectfully and confidently. Excellent written and oral communication skills, with demonstrated interpersonal and negotiation skills that enable you to effectively communicate and liaise with a diverse range of clients at all levels to provide a quality client service, and also with other stakeholders and third parties. |
| <strong>6</strong> | Cultivates productive working relationships – demonstrated ability to build and sustain positive, collaborative relationships with team members, internal clients and external stakeholders. |
| <strong>7</strong> | Demonstrated ability to work both independently and to contribute effectively in a team environment in order to provide quality and timely client service. High levels of flexibility and adaptability, including the ability to rapidly adjust to new situations, challenges, priorities and work allocations. Includes demonstrated flexibility in willingness to work in a range of legal areas (as is usual for an in-house legal practice) and to undertake tasks at various levels of complexity, as requested by supervisor or General Counsel. |</p>
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<th>Demonstrated time management and organisational skills and a meticulous attention to detail, with a proven ability to prioritise tasks to meet competing deadlines with a high degree of accuracy in the context of minimal supervision.</th>
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<td>Strategic thinking – sees the big picture; considers the ramifications of a wide range of issues, anticipates priorities and develops long-term plans.</td>
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<td>Commensurate with the values of UQ, demonstrated personal qualities of openness, respect and integrity, and a commitment to equity, diversity and collaboration.</td>
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**Desirable**

|   | Understanding of the legislative framework that applies to UQ or experience in acting for a statutory body or government entity.                                                                                       |

The University of Queensland values diversity and inclusion.
Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples.