POSITION DESCRIPTION

Position Title: Legal Counsel (Property and Commercial)

Organisation Unit: Legal Services

Standard Position Number: 3040707

Type of Employment: Continuing, Full-time

Classification: HEW Level 8

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 Legal Counsel (Property and Commercial position);
- 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 and UQ Copyright 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;
- misconduct investigations and processes;
- governance issues; regulatory issues; statutory interpretation;
- Corporations Law matters;
- bequests and gifts to UQ; and
- intellectual property issues.

**PRIMARY PURPOSE**

As Legal Counsel (Property and Commercial), you will be responsible for providing legal advice on a broad range of property transactions and commercial projects, including complex matters relating to the planning and delivery of major development and infrastructure projects. The position also provides legal advice on a wide range of other legal issues affecting UQ.

You will work with and under the direction of the Associate Director and other senior lawyers in Legal Services. You will also assist the General Counsel in managing the interests of UQ and be part of a busy, hardworking and collaborative legal team.

Working in an in-house environment, you will be flexible and available to work across all streams of legal work (depending on client demands, expertise and priorities as directed by the Associate Director and General Counsel). You will be also 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

#### Delivery of Legal Services
- Provide quality and timely legal advice to the Vice-Chancellor, Chief Operating Officer, other senior management and key decision makers across UQ.
- Provide advice on legal issues relating to property transactions, infrastructure projects and other development projects, as well as in respect of commercial, contract, property and construction activities.
- Draft, negotiate and advise on commercial agreements and property related documents including contract sale and purchase agreements, leases, licences, easements and similar interests, construction and development agreements, joint venture agreements, competitive tender documents, project agreements and collaboration agreements.
- Provide legal and strategic advice on disputes and contentious matters relating to the activities of UQ, with a focus on developing strategies to proactively diffuse disputed matters or seek early resolution.
- Provide legal advice on a wide range of other legal issues affecting UQ, including in respect of statutory interpretation, governance issues, wills and bequests, administrative law and student issues.
- Assist in the management 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.
- Provide advice to UQ on its compliance with legal obligations, accountability and policy requirements, including in respect of privacy, confidentiality, competition, right to information and under *The University of Queensland Act*.
- Assist in the management of legal services outsourced to external legal providers (private law firms and counsel).
- Other duties as required by the General Counsel.

#### Business and Strategic
- Assist to market Legal Services’ capabilities and services, and contribute to the strengthening of capabilities of UQ line managers and staff in legal issues.
- 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 team environment and positive culture of customer service, professionalism and best practice.
- Actively contribute to identifying and managing current and emerging legal issues, priorities and risks for UQ.

#### 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**

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 3 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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<th>Capabilities</th>
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<tr>
<td>Extensive experience in property law as well as commercial law, including advising on major property and commercial projects.</td>
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<td>High level drafting skills. Demonstrated ability to draft a wide variety of property and other commercial legal documents, and to handle and resolve complex legal issues.</td>
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<td>Achieves results – solution focussed with sound judgement skills and commercial acumen. Ability to handle several project simultaneously and meet deadlines. Responds in a positive and flexible manner to change and uncertainty. Seeks guidance and advice when required.</td>
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<td>Communicates with influence - Strong written and oral communication skills. Demonstrated interpersonal and negotiation skills that enable you to effectively communicate and liaise with a diverse range of clients with other stakeholders.</td>
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<td>Supports productive working relationships – demonstrated ability to build and sustain positive relationships with team members, internal clients and external stakeholders.</td>
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<td>Demonstrated ability to work both independently and to contribute effectively in a team environment in order to provide quality and timely client service. Demonstrated ability to also work effectively under the supervision and direction of senior lawyers. You will be flexible and adaptable, prepared to work in a broad range of practice areas, and to undertake tasks at various levels of complexity (as is usual for an in- house legal practice).</td>
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<td>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.</td>
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<td>Supports strategic direction – Focuses strategically. Understands UQ’s objectives and the links between Legal Services, UQ and whole of University agenda. Able to consider the ramifications of a wide range of issues, anticipates priorities.</td>
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<td>Exemplifies personal drive and integrity - provides impartial and forthright advice. Remains positive and responds to pressure in a controlled manner. Maintains momentum and sustains effort despite criticism or setbacks.</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 and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage ([http://www.uq.edu.au/equity](http://www.uq.edu.au/equity)) for further information and points of contact if you require additional support.

Accessibility requirements and/or adjustments can be directed to Vanetta Warren, HR Advisor on (07) 3346 0403.