

POSITION DESCRIPTION

Position Title:	Senior Legal Counsel (Property and Projects)
Organisation Unit:	Legal Services
Position Number:	TBC
Type of Employment:	Fixed Term
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, as measured by several key independent ranking, including the CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (42), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). Excluding the award component, UQ is now ranked 45th in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

UQ 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 has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland's highest academic achievers, as well as top interstate and overseas students.

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 52,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 15,400 international students from 135 countries, adding to its proud 250,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a \$1.75 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.

UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of \$11billion+ (see <http://uniquet.com.au/our-track-record>).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment

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 this Senior Legal Counsel position);
and
- the Legal Services (Research) team which focuses on research related contracts and matters.

The Legal Services (General) team provides legal advice on a wide range of areas, including:

- commercial and contract law matters;
- property law matters;
- information technology matters;
- dispute resolution and litigation;
- administrative law, including advice to ensure defensible decisions by key decision makers;
- employment law matters;
- student disciplinary and appeals matters;
- research misconduct investigations and processes;
- governance issues, regulatory issues and statutory interpretation;
- Corporations Law matters;
- bequests and gifts to UQ;
- intellectual property issues.

Information about Legal Services may be accessed on the UQ web site at <https://coo.uq.edu.au/operational-areas/legal-services>

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - <http://www.uq.edu.au/current-staff/working-at-uq>

DUTY STATEMENT

Primary Purpose of Position

The Senior Legal Counsel (Property and Projects) is 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 projects. The position also provides legal advice on a wide range of other commercial transactions and other legal issues affecting UQ.

The position will primarily work on matters relating to the Property and Projects 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 actively 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.

Duties

Duties and responsibilities include, but are not limited to:

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 advice on property related transactions and projects, including complex matters relating to the planning and delivery of major development projects.
- Drafting, negotiating and advising on commercial agreements and ancillary transaction documents including contract sale and purchase agreements, leases, licences, easements and similar interests, construction and development agreements, joint venture agreements and collaboration agreements.
- Draft documents and advise on the procurement of major projects including tender documents, (expressions of interests, Requests for Proposals) and project agreements.
- 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.
- 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.

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.

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.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the [University's Code of Conduct](#)
- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
- the adoption of sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

Organisational Relationships

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

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 7 years post admission experience is preferred).

Essential

- Extensive experience in property related and commercial transactions, including advising on complex / major development or commercial projects.
- Demonstrated ability to draft a wide variety of legal documents and to handle and resolve complex legal issues.

- facilitate delivery of high quality, timely legal advice; and
- train and mentor those lawyers.
- Achieves results – solutions focussed with sound judgement skills and commercial acumen. Values specialist expertise and capitalises on the expert knowledge and skills of others.
- 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.
- Supports productive working relationships:
 - Demonstrated ability to build and sustain positive relationships with team members, internal clients and external stakeholders.
- 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.
- 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.
- 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.
- 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.

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>) for further information and points of contact if you require additional support.

This role is a full-time position.