Position Description

<table>
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<tr>
<th>Title:</th>
<th>University Solicitor</th>
<th>HEW Level:</th>
<th>Proposed HEW 10 Band 1</th>
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<tbody>
<tr>
<td>Faculty/Office:</td>
<td>Administration</td>
<td>Position Number:</td>
<td></td>
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<tr>
<td>Department/Team:</td>
<td>Office of General Counsel</td>
<td>Date:</td>
<td>October 2018</td>
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**Position Purpose:** To provide legal services to University Executive and staff on a wide range of matters relating to the business and operations of the University to support achievement of the strategic objectives of the University.

**ORGANISATIONAL CONTEXT**

The General Counsel’s Office is responsible for the provision of legal services to the University, including providing legal advice to the Council, the Chancellor, the Vice-Chancellor, senior executives and other officers of the University and co-ordinating any external legal services provided to the University.

The position of University Solicitor is a generalist at a high level to support the General Counsel in delivering legal services to achieve the University’s outcomes.

The University Solicitor must be flexible in applying their expertise and knowledge across legislation and policies relevant to Macquarie University’s activities and will be responsible for providing advice on legal issues arising from Macquarie University’s broad range of activities, including commercial, contract and property activities and in respect of disputes. This position will also provide advice to MQ on its compliance with legal obligations, governance issues and policy requirements.

**ORGANISATION CHART**

- Vice Chancellor & President
- General Counsel
- Legal Secretary HEW 5 X 2 FTE
- University Solicitor HEW 10 Band 1 X 7 FTE
### KEY ACCOUNTABILITIES

- Provide legal advice and services that are accurate, timely, effective and meet the needs of internal clients on a wide range of legal questions or issues affecting the University.
- Partner with key stakeholders to enable high quality and consistent legal advice and support to achievement of the strategic objectives of the University.
- Manage client needs and expectations, constantly finding new ways to be of greater service to the client and build a trusted advisor relationship that promotes the professionalism of the Legal Office.
- Develop and coach clients to raise their capability to define and resolve problems and undertake commercial matters with more confidence and independence.
- Lead new approaches to risk management, case management and commercial activities within the University and its controlled entities.
- Provide legal support on projects sponsored by the General Counsel.
- Prioritise own capability development to drive culture change and build a strong service ethos in the legal team.
- Comply with relevant EEO and WHS regulations.
- Perform any other duties as required and appropriate for this classification.

### POSITION CONTEXT

| Reports to: | General Counsel |
| Positions Reporting to: | Direct: nil | Indirect: nil |
| Key Direct Clients: | Executive | Heads of Office, Heads of Dept, Senior Managers | Particular staff members in other offices or departments |
| Other Key Relationships: | Other staff members in own office or department | Immediate team members | MQ staff in general | Other external contacts |
| Budget Accountability: | | |
| Role-specific Conditions: | Criminal check |
| Scope and autonomy | Develops and/or modifies organisation wide policies or manages specialised projects which require a high level of interpretation and subject matter expertise. |
| Problem solving | Regularly develops and/or modifies organisation wide policies to identify, develop and implement new initiatives, processes and programs which impact at a University wide level or within an area of specialisation. |
**CAPABILITY FRAMEWORK**

Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.

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<tr>
<th>COMPETENCIES</th>
<th>ATTRIBUTES</th>
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<tbody>
<tr>
<td>Managing complexity: Assimilating complex information and data to make informed decisions and provide sound, practical advice to contribute to business outcomes.</td>
<td>Accountability: Assuming responsibility for making decisions and delivering agreed outcomes.</td>
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<td>Delivering Outcomes: Holding self and others accountable for achieving high quality and solution focused outcomes.</td>
<td>Flexibility: Responding effectively to unexpected or changing circumstances.</td>
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<td>Judgment: Makes decisions and acts using sound, practical principles being aware of the total environment.</td>
<td>Confidence: Understands and trusts in own capabilities, accepts challenges and seeks assistance when needed.</td>
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<td>Relationship Management: Actively engages with others to establish trust and effective working relationships with others</td>
<td>Curiosity: Inquires and maintains a drive to learn new things.</td>
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<td>Teamwork: Working in collaboration with others to achieve shared goals</td>
<td>Resilience: Dealing effectively with and recovering quickly from setbacks and pressure.</td>
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<td>Communication: Effectively articulates key messages, both verbally and in writing, adapting to suit context and audience.</td>
<td>Interpersonal Impact: Making a positive impression on others in a range of interpersonal contexts.</td>
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<td>Influencing and persuading: Building commitment by convincing others and winning them over to a particular point of view.</td>
<td>Integrity: Maintaining confidentiality, discretion and professional independence.</td>
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<td>Analysis and judgment: Evaluating information and data to solve problems and make decisions</td>
<td>Assertiveness: Respectfully challenges and openly expresses ideas and opinions.</td>
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REQUIRED KNOWLEDGE
Qualifications, technical and/or professional skills and information needed from day one for successful performance.

Admission to practise in NSW or qualification to practise in NSW with at least 4 years post admission experience

Demonstrated capability in drafting a wide variety of legal documents and in analysing and communicating advice regarding complex legal issues.

Sound professional judgement including the ability to analyse, conceptualise and distil complex material.

Working knowledge in one or more of the following areas:
- administrative law
- intellectual property law
- contract law
- commercialisation of intellectual property
- litigation
- corporate law
- property law
- health law

Understanding the equal opportunity principles and policies and a commitment to their application in a local university context.

ACQUIRED KNOWLEDGE
Organisational and/or professional skills and information to be developed within the first 3 to 6 months in the role for successful performance.

Knowledge of how the University works and how relevant functions across the University interrelate.

Knowledge of the University’s office functions and structure.

Knowledge of the University’s policies, systems, processes and procedures.

Understanding the external context relevant to areas of expertise.

KEY EXPERIENCES
Practical experiences and exposure to specific environments or activities related to successful performance.

Demonstrated experience working collaboratively and efficiently in a result driven environment.

Demonstrated ability to work independently, manage conflicting priorities and to meet deadlines.

Well-developed organisational skills with the capacity to develop managerial skills in a legal environment.

Excellent interpersonal skills, including experience in delivering information and legal concepts to disparate audiences and managing multiple and complex client requirements.

Ability to identify and deal appropriately with risk issues

Demonstrated organisational, analytical and problem-solving skills