

## Legal Counsel

### Position Description

<b>Directorate</b>	Office of the CEO	<b>Department</b>	Legal Services
<b>Reports To</b>	Senior Legal Counsel	<b>Direct Reports</b>	No
<b>Queensland Local Government Industry Award - State 2017 - Stream</b>	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	<b>Moreton Bay Regional Council Certified Agreement 2022 EBA5 Wage Level</b>	Schedule 1, Level 7

#### Position Purpose

This position will provide expert legal advice to Council on a broad range of complex and sensitive legal matters in accordance with legislative and statutory requirements while supporting the achievement of Council's objectives and protecting its interests.

#### Key Responsibilities and Outcomes

As a Legal Counsel you will:

- Provide legal advice and review of documents across a wide range of disciplines, consistent with the services provided by Council.
- Draft and file legal documents.
- Conduct and represent Council in court, tribunals, mediation and/or counsel on litigation matters.
- Assist Senior Legal Counsel with research and preparation for more complex legal matters; as required.
- Assist with legal issues arising out of Right to Information Applications and Administrative Action Complaints; as required.
- Assist with major projects within the Legal Department and across Council; as required.
- Build strong relationships with internal and external stakeholders including Councillors, Regulators, State and Federal government agencies, residents and ratepayers and community interest groups to ensure quality legal outcomes are achieved.
- Contribute to a positive team environment in order to achieve a high performance, continuous improvement and customer focused culture.

#### Our Values

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a team member you will take individual accountability for demonstrating the values expectations and behaviours.

**SERVICE****TEAMWORK****INTEGRITY****RESPECT****SUSTAINABILITY****Decision Making**

<i>Budget</i>	N/A
<i>Delegations</i>	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

**Knowledge & Experience**

- Experienced Professional providing moderately complex legal advice and review of documents across a wide range of disciplines with minimal guidance.
- Comprehensive knowledge and application of legislative and statutory requirements.
- Ability to compose legal documents including bespoke drafting skills.
- Ability to influence and convince on matters of specific law.
- Recognised expertise in an area of law relevant to a local government discipline.
- Apply to apply legal expertise within an inhouse environment.
- Demonstrated previous experience preparing and presenting submissions before courts and tribunals.
- Demonstrated experience instructing and coordinating Counsel and external expert witnesses.
- Well-developed legal drafting and researching skills, with high attention to detail and accuracy.
- Strong people and relationship management skills with the ability to work in a positive team environment communicating and engaging effectively at all levels.

**Qualifications**

- Bachelor degree in Law.
- Admitted as a Solicitor of the Supreme Court of Queensland, with a current unrestricted Australian legal practising certificate.
- Current C Class Drivers Licence.

*Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.*