

## Senior Legal Counsel

<b>Division</b>	CEO	<b>Department</b>	Legal
<b>Reports To</b>	Chief Legal Counsel	<b>Direct Reports</b>	Yes

### Position Purpose

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

### Key Responsibilities and Outcomes

#### Operational

As a Senior Legal Counsel you will:

- Oversee and manage a broad range of complex and sensitive legal matters across a wide range of disciplines consistent with the services provided by council.
- Provide high level legal advice on matters affecting Council and support Councillors, the Chief Executive Officer, Directors and Managers respond to complex enquires.
- Provide an expert legal service including the preparation of complex legal documentation and coordinate, manage and represent Council in court, tribunals, mediation and/or counsel on complex legal matters.
- Assist with major projects within the Legal Department and across Council, as required.
- Review and assist with the development of business plans, strategies or operational processes required to coordinate the activities of the Legal Department with an emphasis on process improvement and relationship development.
- Provide guidance, coaching and mentoring to team members to develop team capability and drive a high performance, customer focused and continuous improvement culture.
- Build high level 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.
- Lead and support a range of junior and/or quasi-legal support staff within a team environment, including appropriate development and mentoring, supervision and assistance
- Ability to lead and support Legal team functions and projects including but not limited to Right to information (RTI), legal projects (eg. Local Laws Review Project, Privacy Project), legal operations, qualified legal practitioners.
- Ability to act in the position of Chief Legal Counsel, if required.

#### Values

At Moreton Bay Regional Council, we are on a journey to creating a great culture. Our values shape the way we behave and how we interact with each other to deliver the best service to the community. The safety of you and the community is our number one priority and we are all responsible for creating an inclusive, safe workplace and protecting our environment. As a leader you will take accountability for demonstrating the values expectations and behaviours and enable my team members to do the same.

## Decision Making

**Budget** - Nil

**Delegations** - Delegations under the *Local Government Act 2009* and as directed and published in Council's Delegation Register.

## Knowledge & Experience

- High level in overseeing and managing complex legal matters across a wide range of disciplines ideally within an in-house environment.
- Ability to prepare complex legal documents with attention to detail and accuracy.
- Extensive consultancy and negotiation skills with the ability to influence a range of stakeholders on matters of specific law.
- Recognised expertise in an area of law relevant to a local government discipline including extensive knowledge and application of relevant legislation and statutory requirements.
- Ability to provide both verbal and written advice to senior leaders including the Mayor, CEO & ELT.
- Demonstrated experience preparing and presenting submissions before courts and tribunals.
- Demonstrated experience instructing and coordinating Counsel and external expert witnesses.
- High level analytical and research skills; with the ability to manage competing demands in a complex environment
- High level people and relationship management skills with the ability guide, coach and mentor team members to develop capability.
- Experience, or a strong desire to develop, leadership capability including formal and informal supervision of legally qualified team members, quasi-legal team members and support staff.

## Qualifications

- Bachelor Degree in Law.
- Admitted as a Solicitor or Barrister in the Supreme Court in Queensland, with a current, unrestricted Australian Legal Practicing Certificate.
- Current C Class Drivers Licence.

*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.*