POSITION DESCRIPTION

Legal Counsel

Position Summary
The Legal Counsel forms part of the Major Research Initiatives, IT & Philanthropy Law team within the UNSW Legal & Compliance team. The team supports the University in all areas of Major Research Equipment and IT procurement, future giving and living gifts, charitable fundraising and sponsorships.

The Legal Counsel is required to provide commercially astute, risk based, high calibre, timely and trusted legal advice and representation to the University in relation to its information and communications technology procurement and other areas supported by the Major Research Initiatives, IT & Philanthropy Law team as required.

This position reports to the Head of Major Research Initiatives, IT & Philanthropy Law and has no direct reports.

Accountabilities
Specific accountabilities for this role include:

• Proactively provide commercially astute and technically sound legal advice in a solution-focused, timely, practical and effective manner, consistent with applicable law and UNSW policies and procedures.

• Act with a higher degree of independence to provide timely, effective, and practical legal review, advice, effectively negotiating, drafting (in plain English) and advising on the wide range of agreements allocated to the team.

• Develop and maintain excellent partnering relationships with key internal and external stakeholders to enable constructive and timely progression of legal matters.

• Proactively contribute to the development and maintenance of a UNSW Legal & Compliance Office Knowledge Management System, including development and maintenance of templates and a legal advices database.

• Assist with the development and delivery of legal training programs and projects across the Legal
and Compliance function as required.

- Contribute in a proactive and collaborative mindset with other members of the UNSW Legal and Compliance team including actively sharing knowledge and experience, contributing at team meetings, supervising legal interns, and supporting specific team projects as required.
- Proactively provide advice and facilitate the resolution of potential or actual disputes, including the use of alternative dispute resolution, to effectively minimize the University’s legal risks.
- Advising the University in relation to its accountabilities and compliance requirements under relevant laws, including in relation to regulators and a range of external stakeholders.
- Support the Legal team in the review, development and implementation of innovative and creative Legal strategies and programs to build capability either within the client group or on an organisational level.
- Align with, and actively demonstrate, UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.
- Cooperating with all health and safety policies and procedures of the University and committing to attending all required health and safety training.

Skills and Experience

- Tertiary qualifications in law with a minimum of 5 years’ post qualification experience in a highly regarded law firm and/or in house legal team with significant experience in technology and communications procurement.
- Experience in advising on the use of NSW Government standard ICT procurement documents is not mandatory but would be highly regarded.
- Admission to the Supreme Court of NSW and a current practising certificate (or admission in another Australian jurisdiction and eligible to be admitted and practice in NSW).
- Advanced drafting and negotiation skills and proven capacity to think laterally, exercise initiative, flexibility and to be proactive in respect of legal practice.
- Proven ability to work collaboratively as part of a team and, within a supervision framework, the ability to work independently and with initiative.
- Outstanding organisational and time management skills, including accuracy and attention to detail, with a demonstrated ability to respond to changing priorities, manage multiple tasks and meet competing deadlines by using judgement and initiative.
- Excellent interpersonal skills, with the proven ability to develop and foster constructive relationships with a wide range of stakeholders at all levels of the organisation.
- Excellent written and verbal communication skills with demonstrated strong analytical and problem-solving skills (including anticipation of legal risks and proactive solutions to eliminate or mitigate them).
- Strong business acumen and a demonstrated capability to identify and deliver high level Legal support required in the achievement of business objectives.
- Demonstrated ability to manage more complex Legal issues with minimal direction.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.
- An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.
About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role. This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.