POSITION DESCRIPTION

Junior Legal Counsel

Position Level 7
Faculty/Division Planning & Assurance
Position Number 00046997
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Position Summary
The UNSW Legal Office sits within the Division of Planning & Assurance. The Junior Legal Counsel forms part of a team within the UNSW Legal Office which specifically supports UNSW's engagement with industry and IP commercialisation. With appropriate supervision and direction from the Head of Legal (Enterprise) and from other Junior Legal Counsel within the UNSW Legal Office, the primary role of the Junior Legal Counsel is to provide sound, practical legal support in a professional, timely and effective manner to assist commercial and IP-related transactions. The Junior Legal Counsel also assists as required with the general legal work of the UNSW Legal Office.

This position reports to the Head of Legal (Enterprise) and has no direct reports.

Accountabilities
Specific accountabilities for this role include:

- Provide advice, in an ethical, solution-focused, timely, practical and effective manner, consistent with applicable law and UNSW policies and procedures.
- Utilise various databases, conduct IP ownership due diligence on various types of technologies, prepare reports and provide advice to the UNSW staff with responsibility for IP commercialisation.
- Provide advice on, and assist with the identification, protection, and management of, IP within the context of UNSW's IP policies and procedures.
- Draft, review and advise on standard agreements and other documents relating to IP ownership, protection, and commercialisation.
- Comply with all standard operating procedures (SOPs) and assist with developing, maintaining and training on IP management SOPs.
• Contribute to the development and maintenance of a UNSW Legal Office Knowledge Management System, including development and maintenance of templates and model agreements.

• Contribute to UNSW Legal Office team meetings, activities and programs.

• Keep abreast of relevant law and UNSW policy and procedure.

• Participate in professional development opportunities.

• Align with, and actively demonstrate, the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.

• Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not adversely impact on the health and safety of yourself or others.

**Skills and Experience**

• Tertiary qualifications in law with 2-4 years’ experience providing legal support for commercial and preferably IP/technology-related transactions in either a high quality in-house or commercial law firm environment.

• 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).

• Demonstrated experience in reviewing, drafting and advising on standard IP commercialisation agreements.

• Demonstrated knowledge of IP law particularly relating to protection and exploitation of copyright, know-how and patents.

• Demonstrated experience in searching and reporting on IP and other relevant databases.

• High level of attention to detail, an ability to organise and appropriately prioritise work, and deliver work in a timely way.

• An ability to work collaboratively as part of a team and, within a supervision framework, the ability to work independently and with initiative.

• Excellent written and verbal communication skills with demonstrated strong analytical and problem-solving skills.

• 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.

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**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.