POS

ITION DESCRIPTION

Head of Legal & Compliance (UNSW Global)

Position Level | Senior Appointment
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Faculty/Division | Division of Planning & Assurance
Position Number | 00045042
Original document creation | March 2021

Position Summary

UNSW Sydney’s Legal Office provides legal services to the University and its controlled entities. Those legal services include:

- negotiating and drafting a wide range of commercial agreements with respect to research activity, grants and other funding agreements, intellectual property, confidentiality and other matters;
- advising on statutory interpretation and compliance, including privacy and access to information matters, and sector-specific legislation such as the Services for Overseas Students Act 2000 (ESOS);
- assisting with employment-related matters and University policies and procedures;
- liaising with regulators;
- representing the University in litigation and managing the resolution of disputes; and
- overall management of legal risk.

This role will support the legal and compliance needs of UNSW Global Pty Ltd (UNSW Global), a wholly owned subsidiary of UNSW Sydney which delivers education products, such as university pathway and English language programs, in Australia and the Asian region.

This position reports to the General Counsel of UNSW, with a dotted reporting line to the Chief of Staff at UNSW Global. This position will work autonomously but with input from the General Counsel of UNSW and other members of the Legal Office as necessary. This position currently has 3-4 direct reports.
Accountabilities

Specific accountabilities for this role include:

- The provision of legal services to UNSW Global including assistance with a wide range of commercial agreements (for example, consultancy, confidentiality, agency, IT service contracts and intellectual property licensing), advice on day to day operational issues including employment and procurement, strategic advice to UNSW Global’s senior management, management of any disputes, negotiation of UNSW Global’s Enterprise Agreement, dealings with regulatory matters, creation of legal systems and processes at Global (for example, contracts register and legal intranet).

- The role has primary responsibility for all UNSW Global legal work, being the key ‘go to’ person for UNSW Global management and staff in relation to legal issues, including the supervision and management of any junior legal staff members.

- The provision of policy and compliance services to UNSW Global, including management of the compliance and policy framework at UNSW Global, management of the policy creation and review cycle, assistance on audits, advice with respect to ESOS and the requirements of the Tertiary Education Quality Standards Agency and other legislation as required, and the administration of and participation in the Global Compliance Committee. The role will also be responsible for ensuring alignment of UNSW Global and UNSW Sydney’s policies as necessary. The role has primary responsibility for all UNSW Global compliance work, including supervision and management of the junior policy and compliance staff members.

- The provision of risk management services to UNSW Global, including policy and compliance work relating to risk management, the maintenance of the UNSW Global Risk Framework, coordination with the UNSW Sydney Risk Unit and assistance on risk related audits.

- The provision of governance services to UNSW Global, including being the Company Secretary, the liaison point between the UNSW Sydney Head of Governance and Global, and being the main contact point for UNSW Global management and staff for governance related matters.

- The provision of audit coordination and management services to UNSW Global, including being the Committee Secretary of the Global Audit Committee, the liaison point between UNSW Sydney Internal Audit and Global, and being the main contact point at UNSW Global for internal and external audits (with the exception being the annual external financial audit, which is managed by Finance).

- Participate in the leadership team of UNSW Global, including attendance at relevant leadership and operational meetings, implementation of the strategic plan, other general management duties such as staff recruitment, performance reviews, supervision and training of legal and compliance team members and maintenance of the legal budget.

- The provision of legal services to UNSW Sydney in matters which have implications for both UNSW Sydney and UNSW Global, and in other limited circumstances.

The role will be expected to:

- Provide expert, commercial and timely advice to clients, including managing any external legal counsel;

- Develop strong and collaborative working relationships with all UNSW Global and UNSW Sydney stakeholders, including working collaboratively with your UNSW Global and UNSW Legal Office colleagues;
Proactively identify emerging relevant legal and compliance issues such as changes to legislation applicable to the activities of UNSW Global or UNSW Sydney more broadly;

Familiarise yourself with UNSW Global, and the UNSW Sydney’s relevant, policies and procedures and act in a manner which is compliant and which drives compliance among stakeholders;

Manage a busy and challenging practice in an autonomous and self-directed manner, while maintaining good communication with both the General Counsel of UNSW and the CEO of UNSW Global;

Supervise the work of any UNSW Global’s junior legal and compliance staff;

Participate in the day to day activity of the UNSW Legal Office including assisting with knowledge management, developing model documents and contributing to practice improvement initiatives;

Create and maintain a system of knowledge management, model documents and practice management for the legal and compliance team at UNSW Global; and

Liaise with UNSW Legal Office and other UNSW Sydney subject matter experts (HR, Procurement, Risk Office, Internal Audit, Compliance and Governance) as and when required.

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 impact on the health and safety of yourself or others.

Skills and Experience

Tertiary qualifications in law, with minimum post-admission experience (PAE) of 10-12 years.

PAE to include a minimum 5 - 7 years' experience in a high quality mid to large law firm.

Admission to the Supreme Court of New South Wales and current practising certificate.

Strong commercial experience, whether in-house or in a law firm.

Proven strong analytical, drafting and negotiation skills.

Demonstrated ability to communicate clearly and effectively in writing and verbally.

Track record of working in a team environment.

Proven ability to work independently and to take responsibility for client relationship management with proven experience in a management or supervisory capacity.

An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.

Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

Desirable

Previous in-house experience and in particular previous experience in a University in-house role.

Familiarity with the tertiary sector, e.g. gained through acting for University clients in private practice.
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.