## Position Summary

The University’s Deputy Chief Legal Officer (DCLO) works in co-ordination with the Chief Assurance & Legal Officer (CALO) in their capacity as Chief Legal Officer (CLO) to manage the Legal & Compliance team to provide expert, timely, cost effective and pragmatic legal advice and solutions to UNSW and its officers and employees while retaining its independence as an assurance function. The DCLO is accountable for the day-to-day functioning of the team, while the CLO is accountable for the overall function, including the provision of strategic legal advice to senior leadership and Council.

The position reports to the CLO and works closely with the CLO to assist in leading the team to ensure the provision of high-quality legal advice to the Faculties and Divisions, provide pragmatic and innovative solutions to mitigate risk and enable the achievement of UNSW’s strategic objectives. The Heads of each legal practice area report to the DCLO. This position acts as the CLO in the absence of the CLO.

## Accountabilities

Specific accountabilities for this role include the following:

* Manage the University’s legal and compliance function on a day-to-day basis to deliver the service delivery model developed by the CLO and the Legal & Compliance Leadership team.
* Have primary responsibility for legal advice to the University’s key strategic areas:
  + Life Long Learning, being the business unit responsible for continuing education beyond traditional undergraduate and post graduate degrees e.g. AGSM, UNSW Online, key short courses and executive education
  + Transnational Education initiatives involving the delivery of education by UNSW outside Australia of undergraduate and post graduate degrees and global Life Long Learning initiatives and opportunities.
* Drive the communication of the legal risks involved in decisions to leaders across the university, enabling management to make informed strategic choices within an acceptable legal risk profile.
* Oversee the provision and management of external legal services in line with the NSW Government Legal Services Panel rules and within budget, and ensure effective utilisation of in-house and external legal services, to ensure expert operational support is provided on critical issues.
* Together with the CLO, drive the management of legal, compliance and policy programs of work with cross organisational impact, through leading and influencing key stakeholders.
* Engage with key stakeholders from across the University to identify and capitalise on opportunities to improve the legislative framework and business processes.
* Oversee the management of the University’s compliance with statutory and other obligations, including the management of statutory records.
* In conjunction with the CLO, provide leadership and direction to the team, including developing, managing and engaging team members
* Align with and actively demonstrate the [Code of Conduct and Values](https://www.unsw.edu.au/governance/policy/policy-hub/codeofconductandvalues)
* Ensure hazards and risks psychosocial and physical are identified and controlled for tasks, projects, and activities that pose a health and safety risk within your area of responsibility.

Skills and Experience

* 15+ years’ experience as a lawyer, with a strong background in commercial/corporate law (preferably with cross boarder experience) in a highly regarded law firm and/or in house legal team.
* Admission to the Supreme Court of NSW and holding a current unrestricted practising certificate (or admission in another Australian jurisdiction and eligible to practice in NSW on an unrestricted basis).
* An experienced and trusted strategic thinker and advisor with strong analytical skills and the ability to anticipate, manage and clearly communicate risks, solutions and expectations to management in a considered manner.
* Exemplary judgement in identifying and raising/escalating issues which are of a sensitive or strategic nature, ensuring the CLO’s timely awareness of such issues
* Demonstrated ability applying legal practices, systems and frameworks across complex environments with the capacity to make sound and balanced decisions on complex problems in the context of governance and/or legislative requirements.
* Excellent communication skills with a highly developed capacity to liaise, negotiate, consult and influence senior stakeholders.
* Proven, effective leadership skills and the ability to motivate, develop and maintain engagement of teams
* An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.
* Knowledge of health & safety (psychosocial and physical) responsibilities and commitment to attending relevant health and safety training.

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.