## Position Summary

The Legal Counsel (People & Conduct) forms part of the People & Conduct Law team within the UNSW Legal & Compliance Office. The team supports the University in areas including employment, workplace relations, defamation litigation, discrimination litigation, conduct and integrity, and safety.

The Legal Counsel (People & Conduct) is required to provide astute, high calibre and trusted legal advice and representation to the University on all areas of employment, employee relations and safety law, including disciplinary issues, termination of employment, complex staff complaints, industrial disputes, enterprise bargaining, grievance handling, advising on compliance with Work Health Safety laws and anti-discrimination matters.

The position works closely with senior members of the Human Resources and Safety teams and, on a day to day basis, liaises with HR staff, Safety staff, senior management and academic and professional staff line management across the University. The position will assist on the University’s employment law compliance program (Program), working closely with the HR, Finance, IT, Change, program managers and working group owners to ensure the program achieves its objectives.

The position reports to the Senior Legal Counsel (Employment Law Compliance) and has no direct reports.

## Accountabilities

Specific accountabilities for this role include:

* Provide astute and technically sound legal advice in a solution-focused, timely, practical and effective manner, consistent with UNSW’s obligations under workplace legislation and industrial instruments, including the University’s Enterprise Agreements (and other University wide agreements and arrangements).
* Advise the CHRO and University leadership in relation to changes in workplace legislation and industrial instruments which potentially impact the University’s obligations. Provide strategic advice as to how the University can best ensure compliance including in a rapidly changing legal environment.
* Advise CHRO and University leadership in relation to UNSW’s wages compliance and employee record keeping obligations under the University’s Enterprise Agreements and the Fair Work Act.
* Advise the Program on pay rules and the implementation of new payroll software and solutions.
* Provide legal support and advice to the Program across workstreams.
* Prepare papers for Program committees and working groups, University leadership meetings.
* Advise the Director of Safety and University leadership in relation to UNSW’s obligations under work health and safety laws and regulations including in relation to obligations of UNSW and other duty holders.
* 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, and develop and conduct training.
* Consult with/obtain approval of the Head of People & Conduct Law (or the General Counsel as appropriate) in relation to the engagement of external solicitors and barristers to ensure the University receives high quality, timely and cost-effective external legal services.
* Contribute in a positive and proactive manner in relation to the general activities of the UNSW Legal and Compliance team including active participation at team meetings, supervising legal interns, and supporting specific team projects as required.
* Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](https://unsw.sharepoint.com/sites/values-in-action) and the [UNSW Code of Conduct](https://www.gs.unsw.edu.au/policy/documents/codeofconduct.pdf).
* Knowledge of health & safety (psychosocial and physical) responsibilities and commitment to attending relevant health and safety training.

Skills and Experience

* Tertiary qualifications in law with a minimum of 6 years’ post qualification experience in a highly regarded law firm and/or in house legal team, with significant experience in employment law.
* Admission to the Supreme Court of NSW and holding a current practising certificate (or admission in another Australian jurisdiction and eligible to practice in NSW).
* Demonstrated ability to provide strategic advice and counsel in relation to complex legal issues in the areas of employee relations, industrial relations, WHS and anti-discrimination laws.
* Demonstrated ability in negotiating and drafting high quality legal documents including employment contracts, deeds of release, legal correspondence and court documents (in a clear and concise manner).
* Demonstrated track record in the design and effective delivery of high-quality training programs on workplace issues.
* Excellent interpersonal skills, with the proven ability to develop and foster trusted partnering relationships with a wide range of stakeholders at all levels of the organisation.
* Proven ability to proactively identify emerging issues and provide advice on effective solutions to problems as they arise together with a proven capacity to think laterally, exercise initiative, flexibility and to be proactive on issues.
* Demonstrated ability to develop practical and timely solutions to address multiple competing client needs together with a high level of attention to detail, an ability to organise and appropriately prioritise tasks, and to deliver work within tight timeframes.
* Excellent written and verbal communication skills, strong analytical and problem-solving skills and a calm, considered approach that evidence a high degree of emotional regulation, resilience and discretion.
* Demonstrated ability to work collaboratively as part of a team with proven ability to quickly establish and maintain a high level of personal and professional credibility at a senior level and with the wider legal team, while also having the ability to work independently and with initiative.
* An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.
* Excellent and proven knowledge of health and safety 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.