



POSITION DESCRIPTION

POSITION TITLE	Legal Counsel
DIVISION	Office of the Executive Director
DEPARTMENT	Legal and Governance
REPORTS TO	General Counsel and Company Secretary

ORGANISATIONAL PURPOSE

Our vision at the Brotherhood of St Laurence (BSL) is for an Australia free of poverty. We pursue lasting change for a fairer and more compassionate Australia.

Our organisation employs over 1,500 staff and is supported by 1,000 volunteers. We partner with governments, business, and other organisations to address poverty across the nation.

Our work is varied. We deliver services to build capability and confidence across the life course, from the early years, youth and employment, to services for people with disability and for older people in Australia. Our Op Shops and social enterprises are well known. So too are our programs that support digital literacy, energy efficiency and financial wellbeing. We research the causes and effects of poverty and connect policy, practice and research to advocate national, state and local policy solutions for people experiencing disadvantage.

The Brotherhood of St Laurence values diversity and inclusion with regards to its staff and the communities we serve. Our staff and volunteers come from diverse backgrounds, and we aim to create an inclusive working environment. BSL is committed to child, young people and vulnerable adult safety. We want all vulnerable people to be supported, respected, safe, happy and empowered. We are committed to the safety, participation, and empowerment of all our program participants.

DEPARTMENT PURPOSE

The Legal and Governance Team at BSL supports the organisation in meeting its legal and governance obligations and to provide legal services to internal clients.

POSITION PURPOSE

The role of Legal Counsel will work with the General Counsel and Company Secretary to provide comprehensive legal support to BSL. This role requires a proactive approach to legal issues, ensuring that the dynamic organisation operates within the legal framework, while effectively advancing its charitable objectives.

Approved: General Counsel and Company Secretary, Dec 2024

KEY RESPONSIBILITIES

- Provide legal advice and support on a wide range of issues, including contracts, grants, employment law, Aged Care, Disability Services, community programs, fundraising and compliance with non-profit laws.
- Draft, review and negotiate contracts.
- Assist with implementation of the organisation wide contract management system.
- Assist business units across the organisation to understand and monitor compliance obligations, utilising LexisNexis compliance software.
- Conduct legal research and stay updated on changes in laws.
- Collaborate with stakeholders across the organisation to address legal questions and provide guidance.
- Provide training and resources to staff on contracting and compliance matters.

Other

- Work collaboratively within teams to achieve common goals.
- Demonstrate a commitment to BSL's quality framework and culture by participating in and promoting quality actions through continual improvement activities.
- In collaboration with manager, set goals and objectives to ensure outcomes are met.
- Model BSL's values and adhere to the Code of Conduct in everyday work practices.
- Maintain a safe work environment and ensure steps are taken to prevent unsafe work practices in accordance with BSL policies and procedures.
- This position may require indirect contact with children and/or vulnerable individuals.
- Other duties as required.

SCOPE OF RESPONSIBILITY

Direct Reports	Nil
Working Relationships	General Counsel and Company Secretary Business Unit leads across the organisation Policy and Privacy Officer First point of contact for contract reviews and legal queries

KEY SELECTION CRITERIA

Career Experience:

- A minimum of six years' experience in legal practice

- Experience with commercial contracting

Personal Qualities:

- Highest standards of personal and professional integrity and ethics
- Strong writing skills and ability to compose and present clear correspondence
- Effective verbal, interpersonal and communication skills, including demonstrated ability to develop productive relationships with staff across all levels in the organisation, including external stakeholders
- Demonstrated high level of attention to detail and accuracy
- Capacity to maintain a high degree of discretion and exercise sound judgement in dealing with sensitive and confidential matters
- Strong organisational skills, the capacity to successfully manage competing priorities, maintain attention to detail and meet deadlines
- Capacity to work independently with minimal direction and collaboratively in a team environment
- A commitment to maintaining and supporting child safety, equity, inclusion and cultural safety
- Understanding of and empathy with the values and ideals of the Brotherhood of St Laurence

Qualifications/other:

- Current legal practising certificate in Victoria

MANDATORY EMPLOYMENT CRITERIA

- Proof of eligibility to work in Australia is required
- A satisfactory Police Check is required - BSL will support successful candidates in this process.
- A Working with Children Check is required - BSL will support successful candidates in this process.

The description of the position is a guide to the duties of the professional activities needed to undertake the position successfully. A review of the position description may occur and may be amended from time to time.