

Position Description

Senior Legal Counsel



Details

Area	Finance & Assurance
Team	Legal Services
Location	Flexible, all campuses
Classification	HEW level 10
Reports to	Head of Legal Services

Deakin

Deakin is a Victorian university with a global impact. We are agile and innovative, and committed to making a positive impact through our excellence in education and research and the contributions we make to the wider community.

Our reputation has been built on the dedication and expertise of our staff. We offer a dynamic, diverse and inclusive working environment with opportunities to grow and develop careers. We believe that a progressive, thriving culture will ensure people choose to come, and stay at Deakin and contribute to our ongoing success.

As one of Australia's largest universities, Deakin has strong global linkages, world-class research and an education portfolio that blends the best of campus and digital delivery into a highly supportive and personalised student experience.

We offer outstanding education founded on the experience we create for our learners and guided by graduate outcomes for successful lives and careers. We undertake globally significant discovery research that benefits our communities through the innovative translation of our ideas into new services, products, policies and capabilities.

Deakin campuses sit on Wadawurrung, Wurundjeri, and Eastern Maar Countries, and the University acknowledges, values and deeply respects its connection with the Traditional Custodians and Elders past and present of these lands and waterways. Deakin is the most popular university destination in Victoria for Aboriginal and Torres Strait Islander students and has a rich history of supporting the ambitions of First Nations students, including through the NIKERI Institute (formerly the Institute of Koorie Education).

Deakin aspires to be Australia's most progressive university, with the principles of diversity, equity and inclusion underpinning our approach to education, research, employability, digital delivery, innovation, and partnerships for impact. Our vision is for an inclusive environment where we value and celebrate diversity, embrace difference and nurture a connected, safe and respectful community. We want Deakin to be a place where all staff and students feel included and respected for their unique perspectives and talents.

[Strategic Plans – Deakin 2030: Ideas to Impact](#)

[Benefits of working at Deakin](#)

Position Description

Senior Legal Counsel



Overview

A senior member of the University's Legal Services team, the Senior Legal Counsel plays a critical role in providing expert legal advice and legal services to University stakeholders and associated entities on a range of legal matters within their area(s) of legal practice and expertise.

Reporting to the Head of Legal Services, the Senior Legal Counsel will:

- Interpret and advise on legislation, common law, legislative instruments, regulations, policies and procedures.
- Review, draft and advise on contracts, policies, and other documentation.
- Prepare position papers, reports, briefings, file notes and other documents.
- Conduct legal research and stay up to date on legal issues relevant to the University.
- Advise and represent the University in relation to negotiations, disputes and litigation matters, which may include appearing and/or instructing external lawyers in relevant Courts and Tribunals.
- Work collaboratively and effectively with others in the Legal Services team to act in the best interests of the University and support the University, Executive, Faculties and Portfolios to comply with legal obligations and avoid and minimise risk.
- Provide support and disseminate information on legal matters to assist University staff to conduct activities in accordance with law.
- Maintain complete and up to date files for all legal matters.
- Conduct and progress legal matters in an effective and efficient manner with a high degree of autonomy.
- Maintain a high degree of professionalism, ethics and confidentiality at all times.
- Apply initiative, sound judgment, analytical thinking, attention to detail, and strong time management and problem-solving skills.
- Produce sound, good quality advice, legal documents and solutions to legal problems on a timely basis.
- Assist the Head of Legal Services to lead and mentor other legal professionals within the Legal Service team including by providing guidance, support and technical assistance to team members as required.
- Assess risks and benefits, anticipate potential problems, pre-empt required actions and evaluate implemented courses of action and make adjustments as required. Make clear, well-reasoned and timely decisions that have a significant impact on the overall organisation.
- Manage workloads and resources to deliver agreed outcomes and establish systems and procedures to guide work and track progress. Continually evaluate progress and re-prioritise work based on changing needs.

Accountabilities

- Build and inspire a culture of integrity, accountability and inclusive practice across Deakin to ensure alignment of all functional and operational business plans to Deakin's strategic plan. Create an environment where staff feel valued, included and want to do their best to achieve University priorities.
- Lead with clear direction while enabling devolved problem solving and provide expert leadership and ensure solutions are leading practice and sustainable.
- Create a sustainable climate of service excellence, encourage and support others to see situations from the customer's perspective and systematically measure customer satisfaction and implement improvement strategies to meet customer needs more effectively. Identify points of agreement and common interest to influence others and use a combination of direct and indirect influencing techniques to gain support.
- Establish long-term partnerships with stakeholders, act as a trusted advisor, change direction in alignment with learnings and offer expert solutions and strategies that best serve the stakeholder's needs.
- Foster and encourage an environment in which creativity, innovation and diversity of thought are valued and rewarded. Empower people to question existing policies, processes and systems to improve or be more creative and innovative. Identify new or improved opportunities and processes in consultation with relevant stakeholders and recommend and implement appropriate actions to enable continuous improvement.
- Use an in-depth understanding of Deakin's operating environment and its drivers to translate complex issues into clear and understandable strategies and goals for Deakin and formulate potential courses of action to achieve objectives.
- Develop inclusive relationships with internal and external stakeholders in strategic areas and use external benchmarks to implement new strategies and develop new approaches to drive Deakin's performance.
- Role model high performance in stressful circumstances, foster positive attitudes to change, turn challenging situations into opportunities and coach others through adversity.

Selection

- A Bachelor of Laws degree and postgraduate qualifications in a legal field with significant post admissions experience; or
- An equivalent combination of relevant experience and/or education/training.
- Admitted to practice as an Australian Legal Practitioner within the meaning of the Legal Profession Uniform Law.
- A current Australian Practising Certificate under the Legal Profession Uniform Law.
- Excellent drafting, communication and interpersonal skills.
- Demonstrated ability to provide practical solutions to legal problems on a timely basis.
- Extensive experience and knowledge in relevant area(s) of legal practice.
- 7-8+ years Post-Qualified Experience (or equivalent skill level) desirable.

Capabilities

- **Communicates** engages others through persuasive and influential communication.
- **Develops Talent** develops inclusive, capable and engaged teams to meet organisational needs.
- **Collaborates** cultivates collaboration across Deakin, strives for shared outcomes, builds partnerships.
- **Delivers Outcomes** creates clarity through governance, makes decisions that result in quality outcomes.
- **Strategic Analysis** uses cross-disciplinary knowledge, intelligence and insights to inform future direction.
- **Navigates Complexity** makes sense of complex issues and responds insightfully.

Special Requirements

- This position may require the incumbent to occasionally work outside business hours.
- This position may require the incumbent to travel from time-to-time within Victoria, domestic and/or international to attend conferences, events and to represent the university.
- This position requires the incumbent to hold a current Working with Children Check.

Note

The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.