

## Position Description

<b>Position Title</b>	Corporate Solicitor	<b>Department</b>	Group Legal
<b>Reports to</b>	Head of Legal – Strategy	<b>Location</b>	Melbourne/Bendigo/Adelaide
<b>Direct Reports</b>	Nil	<b>Indirect Reports</b>	Nil
<b>Created</b>	July 2017	<b>Updated</b>	N/A

### Organisational & Position Overview

Group Legal is responsible for providing and co-ordinating the provision of legal services required by the Bendigo and Adelaide Bank Group (Group).

The role of corporate solicitor involves contributing to the protection of the integrity and reputation of the Group while adhering to the values of the Bank in the delivery of legal services, specifically:

- As legal leader for business units for which the role is the prime responsible lawyer, providing and co-ordinating the provision of legal services required by those business units – including:
  - responsibility for pro-active engagement with senior staff and heads of those business units
  - supporting business operations by providing effective, professional and independent advice
  - identifying, communicating and managing legal risks (with Group Risk);
  - addressing new/changed regulatory requirements impacting those business units;
- Supporting other legal leaders in respect of their business units, so that the Group Legal resources and technical skills are aligned to organisational needs and work peaks
- Prioritising other work to play a key role as required by the overall legal needs of the Group in major projects and transactions across large parts of the Group, such as M&A opportunities, regulatory change projects or responses to identified risk exposures
- Addressing strategic priorities of Group Legal for continuous improvement, to enhance the legal infrastructure of the Group and the on-going value-enhancement of the legal function
- Providing support to the legal management team and the wider Group Legal team as needed.

### Person Specification

#### Skills, knowledge and abilities:

##### *Personal traits*

- **Ethics:** understanding and acceptance of paramount duty as an officer of the court and fiduciary duty to client, including importance of maintaining confidentiality
- **Integrity:** Act according to the Group's values including when there is significant personal or business risk and
- **Autonomous:** ability to work without supervision and self-initiating as to execution
- **Strategic:** Ability to identify pro-actively, value-enhancements aligned to organisational and team strategic objectives

### *Core competencies*

- Substantial capability to provide expert legal advice in respect of the business units for which there is legal leader responsibility
- Aptitude for quick learning of new technical areas of law.
- Strong technical analytical and problem-solving skills.
- Business acumen: Understand and appreciate the financial implications of decisions and their impact
- Communications: Well developed communication skills both written and verbal, including ability to communicate effectively with executives, staff members and legal professionals and to build effective working relationships
- Prioritisation: Ability to manage competing demands and work under pressure and to deadline
- Ability to interpret and explain complex legislation and to plan and implement policy and risk management strategies in light of legislative and regulatory changes

### **Experience required:**

- Significant experience in the areas of law for which responsible as 'legal leader'-
- Experience in and knowledge of legal requirements and practice in other areas of law relevant to the Group, gained through experience in law firms and/or in house.

### **Minimum Qualifications:**

- Legal qualification and admission to practice.

### **Special Requirements:**

*Any other information relevant to the nature of the position including authority levels, role dimensions (budgets managed, capital expenditure limits etc.) and special conditions such as travel, shift work and weekend work.*

- Understanding that the duties owed to and interests of the Bank should not influence the professional legal advice given and that the duty to the Court is the primary ethical duty.
- Ad hoc interstate travel.

## Key Result Areas (5-8 Areas)

Key Result Area	Responsibility	Performance Standard and Measure
1. Values	<ul style="list-style-type: none"> <li>Act at all times ethically, as an officer of the Court, with primary obligation to the Court, maintaining independence and professional detachment</li> <li>Subject to duty to the Court, comply at all times with fiduciary duty to client.</li> <li>Demonstrate consistent behaviour in accordance with the Bank values of teamwork, integrity, performance, engagement, leadership and passion.</li> <li>Demonstrate a commitment to the Group's vision and strategic direction both within the team and when working with business units and industry bodies.</li> <li>Support a substantively strong compliance culture within the Group, while facilitating business objectives and opportunities.</li> <li>Contribute to the Group Legal team, and actively participate in team events (e.g. team meetings, annual conference).</li> </ul>	<p>Feedback from business on an as needs basis* and observation of the Legal Management Team, colleagues and line Manager in particular, discussed through the 1:1 process.</p> <p>Observation of Legal Management Team, and line Manager and the lead lawyers of the relevant workstream teams in particular.</p> <p>* Feedback to be obtained by line Manager conducting a de-brief with business representatives</p>
2. Core legal functions and specific responsibilities	<p>As legal leader for nominated business units, providing and co-ordinating the provision of legal services required by those business units – including:</p> <ul style="list-style-type: none"> <li>responsibility for pro-active engagement with senior staff and heads of those business units at least twice a year to assess legal needs</li> <li>forward planning for provision of predictable legal needs</li> <li>accountability for supporting business operations by providing effective, professional and independent advice;</li> <li>identifying, communicating and managing legal risks;</li> <li>addressing new/changed regulatory requirements impacting those business units;</li> <li>liaising with other lawyers and/or Group Legal management as required to address any legal needs that are best addressed by or with other lawyers</li> </ul> <p>As a member of the legal team:</p> <ul style="list-style-type: none"> <li>High quality legal advice and skilled legal management of all legal matters</li> <li>Conducting or assisting with major legal projects as required.</li> <li>Supporting colleagues as needed in their legal leader roles</li> </ul>	<ul style="list-style-type: none"> <li>Requests for legal advice met within agreed timeframes according to business feedback as debriefed to Manager.</li> <li>Be seen, known and valued for professional expertise and knowledge of business – business seek out advice and positive about contribution.</li> <li>Legal advice and documents to be accurate and of high standard and accepted as reliable and independent, while reflecting business objectives and risks.</li> <li>Timely escalation if the business proposes to act against legal advice in any matter of legal compliance.</li> </ul>
3. Strategic Planning		

and operational support Legal Management Team and line Manager	<ul style="list-style-type: none"> <li>• Maintaining communication with line Manager including keeping them informed of developments, significant risks (including legal risk and reputation issues), operational and strategic initiatives, regulatory issues (including proposed communications with regulators), law reform proposals and staffing matters.</li> <li>• Play an active and supportive role for Legal Management Team, including in the development and implementation of the Group Legal strategic and operational plans and assisting with legal matters as needed (e.g. advices, law reform, legal projects), development implementation of Group Legal strategic and operational plans and budgets, maintaining proper listing of all matters in the Group Legal Matter Register and arranging for the provision of reports, attending meetings.</li> </ul>	<ul style="list-style-type: none"> <li>• Line Manager is made aware of the matters identified in a timely manner and proactive in providing assistance.</li> <li>• Reports (e.g. op risk, litigation, department, board) and other documentation provided to a high standard and timeframes met.</li> <li>• Attendance at meetings.</li> </ul> <p>The above standards are measured by observance of line Manager and discussed through the 1:1 process.</p>
4. Continuous improvement – knowledge workers	<ul style="list-style-type: none"> <li>• Embed continuous improvement into standard activities, to develop the Group's Legal infrastructure in the course of 'business as usual work', including self-help tools, precedents, written processes, conducting brief 'after action reviews'</li> <li>• Prioritising contribution to Knowledge Management</li> <li>• Participation in (including presenting) at Group Legal continuous legal education initiatives for Group Legal and other relevant parts of the Group</li> </ul>	<ul style="list-style-type: none"> <li>• Production of at least one new / revised Self-help tool per year, one new/revised precedent per year – or other priorities identified by legal management team</li> <li>• Conducting an after action review promptly after each significant matter and actioning the results</li> </ul>
5. Financial Management	<ul style="list-style-type: none"> <li>• Planning with the business to establish legal requirements and external budgets for the financial year, in consultation with Legal Management Team and line Manager in particular.</li> <li>• Implement value-based pricing for all external legal engagements in accordance with the Bank's VBP model</li> </ul>	<ul style="list-style-type: none"> <li>• Business feedback through the debrief process by line Manager.</li> <li>• External legal costs managed to enhance value return, year on year</li> </ul>
6. Third party Management and liaison	<ul style="list-style-type: none"> <li>• Engage external Legal Panel (including Group Legal niche lawyer relationships or non-traditional options) as required and appropriate to provide advice on key issues that are outside the capability of the Group Legal team or necessary from a risk management perspective.</li> <li>• With Legal Management Team, manage the day-to-day relationships between the Bank and the legal teams 3 pillars of external legal support services making sure that service levels are appropriate, escalated issues are resolved in a timely fashion and that the overall quality of advice is to standard. As part of continuous improvement and team strategic direction, maintain group initiatives for better value delivery of legal services, including in-sourcing, disaggregation, direct briefing, fixed-fee scoping and pricing etc.,</li> </ul>	<ul style="list-style-type: none"> <li>• External advisers meet agreed service levels</li> <li>• Escalated issues are resolved in a timely fashion as observed by line Manager.</li> <li>• Feedback from the business through the debrief process by line Manager.</li> <li>• Effective management of external legal providers (including relationship building) to contain costs, value based pricing based on clear and informed scoping</li> </ul>