

## Position description

### Senior Lawyer (Administrative Law focus)

<b>Department/Unit</b>	Office of the General Counsel
<b>Faculty/Division</b>	Chief Operating Officer and Senior Vice-President
<b>Classification</b>	HEW Level 9
<b>Work location</b>	Clayton campus
<b>Date document created or updated</b>	21 November 2016

#### Organisational context

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit [www.monash.edu](http://www.monash.edu)

The Office of the General Counsel supports the University to achieve its goals and influences the University's strategic direction by providing a full range of legal services for the University. The Office of the General Counsel is a highly unique and strategically focused service, which assumes responsibility for reducing and managing the University's legal risk exposure in all circumstances. The Office provides expert advice and support to clients at all levels of the University to ensure compliance with relevant legislation and regulations, provide legal risk management advice and encourage a broader understanding of the legal implications associated with any proposed agreement or project or activity.

The Office of the General Counsel does not provide legal advice to students. Nor does it advise staff on personal matters, including personal consultancies undertaken in accordance with Monash policy.

#### Position purpose

The position is for a Senior Lawyer with four or more year's post-admission experience, to work with the other lawyers in the OGC to provide legal services for the University.

Whilst a broad range of work will be undertaken by the incumbent, a key focus of the role is providing expert advice on issues of administrative law such as lawful decision-making, delegations of powers, FOI and privacy matters, and the administration of the University's student exclusion, discipline and grievance processes.

In addition to those matters, the Office of the General Counsel is responsible for:

- providing legal services and advice to management, senior stakeholders and staff of the University to support its education, research, commercial and administrative functions;
- facilitating further development of the University's research activities by drafting, negotiating and reviewing agreements relating to funding for research, contracted research, research collaborations and protection of intellectual property;
- supporting the effective operation of the University's strategic commercial activities by drafting, negotiating and reviewing a wide range of commercial agreements, with Government and private sector bodies, both national and international;
- managing and resolving disputes and representing the University in legal proceedings and external inquiries;
- drafting of all University Statutes and regulations; and

- supporting the effective operation of the University's teaching and learning activities by drafting, negotiating and reviewing agreements, and advising on processes and individual cases of student conduct and performance.

The lawyer in this position will be responsible for providing advice independently, and will be a point of contact for other lawyers in the office.

**Reporting line:** The position reports to a lawyer nominated by the General Counsel and will operate under broad direction, working with a considerable degree of autonomy

**Supervisory responsibilities:** Not applicable

**Financial delegation and/or budget responsibilities:** Not applicable

## Key responsibilities

1. Provide timely, accurate and practical legal advice and services to management and staff on day to day legal matters and also in relation to more complex University-related matters
2. Produce high quality legal research, advice and documents appropriate to clients' needs associated with each matter that is being handled
3. Prioritise work and effectively manage the workload and client expectations in a high volume legal office
4. Demonstrate a deep understanding of the University's strategic objectives and the business imperatives associated with each matter that is being handled
5. To a high standard, review, or draft in plain English, and negotiate and settle a wide range of agreements and contracts and other legal documents relating to the full range of the University's activities
6. Build and sustain relationships with a network of colleagues, clients and stakeholders and use these to facilitate cooperation and deliver services aligned with client needs
7. Play a key role in supporting the OGC to develop and implement initiatives to improve the effective operation of the office and strategic delivery of legal services to clients
8. Provide leadership and guidance to colleagues both within the OGC and external to the Office of the General Counsel as appropriate
9. Be available to back up other lawyers from time to time as required, particularly during absences
10. Undertake work in a manner consistent with the ethical and legal obligations of a corporate legal practice

## Key selection criteria

### Education/Qualifications

1. The appointee will have:
  - Tertiary qualifications in law (LLB) with at least four years' post-admission experience; and
  - legal practicing certificate and preferably currently practicing in Victoria; and
  - high standing with extensive experience in a legal practice setting

### Knowledge and Skills

2. Extensive experience in a general/commercial contracts legal practice
3. Proven expertise in administrative law, and its application in an education environment
4. Demonstrated ability to prioritise and manage multiple legal matters simultaneously and completing such task in a timely manner
5. Strong technical background in using and interpreting legislation
6. Highly-developed relationship management skills, including the ability to interact, influence and negotiate at senior levels
7. Exceptional communication skills, including the ability to draft legal documents, provide authoritative advice, and effectively communicate complex information in a clear, succinct manner
8. Exemplary ability to work autonomously and also cooperatively in a team environment and to foster a culture of focused customer service and continuous improvement

9. Experience working in a University environment and knowledge of University legislation and associated legal issues is desirable

## **Other job-related information**

- The incumbent may be required to undertake work or attend meetings on other campuses or University sites from time-to-time
- Taking of leave is limited during peak periods
- Some out of hours work may be required at various times during the year

## **Legal compliance**

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships