

# POSITION DESCRIPTION

Legal and Risk  
University Services

## Commercial Lawyer

<b>POSITION NUMBER</b>	0041727
<b>SALARY RANGE</b>	Attractive remuneration package available
<b>SUPERANNUATION</b>	Employer contribution of 9.5%
<b>WORKING HOURS</b>	Full Time (1 FTE)
<b>BASIS OF EMPLOYMENT</b>	Fixed Term – 12 months
<b>HOW TO APPLY</b>	Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Shelley Klepfisz Tel +61 3 8344 2612 Email <a href="mailto:greens@unimelb.edu.au">greens@unimelb.edu.au</a> <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:  
[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, 'Growing Esteem', at <http://about.unimelb.edu.au/strategy-and-leadership>

## UNIVERSITY SERVICES

University Services is the shared services function for the University of Melbourne. We are dedicated to operating with a clear, responsive, respectful, user-friendly approach and this will create a problem-solving culture that empowers people to deliver their best. This component of the Melbourne Operating Model is the largest administrative unit within the University and is committed to:

- Putting the university first, by acting in the best interest of students, academics and overall strategy
- Maintaining a culture of service excellence
- Working together as one team to achieve results through collaboration, respect and expertise.

University Services is comprised of over 1,600 staff and consists of nine portfolios delivering a range of transactional services and expert advice:

- Academic Services
- Business Intelligence and Reporting
- External Relations
- Finance and Employee Services
- Infrastructure Services
- Legal and Risk
- Procurement
- Project Services
- Research, Innovation and Commercialisation

## About the role

Assist with the provision of high-quality advice on legal matters to help curate commercial opportunities and execute the legal transactional elements of them. This will include, but is not limited to;

- Drafting (often *de novo*), negotiating and finalising term sheets to capture complex IP commercialisation arrangements;
- Advising and helping to structure commercialisation vehicles to facilitate the translation of early stage IP into investible opportunities for third parties;
- Drafting, negotiating and finalising IP licence agreements, shareholders agreements, revenue sharing agreements and ancillary commercial documentation;
- Advising internal University clients on the legal risks associated with their commercial opportunities on an ongoing, *ad hoc* basis; and
- Where relevant, developing familiarisation with the arrangements under which early stage IP is developed in the university context.

This role will have a particular focus on the University's Research, Innovation and Commercialisation (RIC) and Enterprise groups.

To develop, maintain and remediate where necessary, effective working relationships with RIC, Academic Divisions and Chancellery to ensure high quality and timely service delivery.

Reporting line: Commercial Senior Lawyer

No. of direct reports: 0

Direct budget accountability: None

## Core Accountabilities:

- Manage and assist in the resolution of legal matters and conflicts through the provision of high quality advice and guidance so as to facilitate the business of the University in a manner which best accommodates and manages significant legal risk.
- Manage routine tasks and issues, working and referring to others in the legal team for more complex matters
- Draft, negotiate and review legal documents and agreements as required, seeking advice and guidance
- Provide legal advice as required on a broad range of legal matters to support the teaching and research activities of, or the business operational and campus services of, the University across a range of legal practice areas that includes IP commercialisation, the higher education sector, research-related contracts, funding arrangements and commercialisation structures and vehicles, information technology.
- Keep abreast of legislation that may impact the University and ensure all advice and documentation provided is business focussed, risk based and legally compliant
- Liaise with outside counsel where appropriate to handle University legal matters

### **Selection Criteria:**

- Tertiary qualifications in relevant discipline(Law) (LLB)
- Legal Practicing Certificate
- Experience and expertise in provision of legal services across large and complex organisation .
- Possible additional experience and knowledge in providing specialised legal advice about one or more of the following possible areas: the higher education sector, research-related contracts, funding arrangements and commercialisation structures and vehicles, information technology, intellectual property.

### **Key Dimensions and Responsibilities:**

Task level: Significant

Organisational knowledge: Significant

Judgement: Significant

OH&S and compliance: All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/topics/responsibilities/>.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

### **EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION**

- The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.
- The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.
- The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous deserve to service for excellence and reach the targets of Growing Esteem.