

Legal Lead

Commercial and Legal Branch, OneSKY Australia Program (ASA 7)

Position Detail			
Reports To	Commercial and Legal Manager	Group	OneSKY Australia Program
Budget Accountability	Commercial & Legal Branch	Location	Canberra
Delegations: - Administrative - Financial	In accordance with Instrument of Delegation	Reports: - Direct - Total	Nil

Organisational Environment

Airservices is a government-owned organisation providing safe, secure, efficient and environmentally responsible services to the aviation industry.

Each year we manage over four million aircraft movements carrying more than 90 million passengers, and provide air navigation services across eleven per cent of the world's airspace.

Airservices has two major operating centres in Melbourne and Brisbane and a corporate office in Canberra. We operate 29 air traffic control towers at international and regional airports, and provide aviation rescue fire-fighting services at 26 Australian airports.

The OneSKY Australia Program is responsible for the planning, development and implementation of Airservices next generation services including the future civil-military air traffic management system (CMATS) through the program – a joint activity with the Department of Defence.

The OneSKY Commercial & Legal Branch is responsible for supporting the delivery of the OneSKY program through the provision of sound procurement, contract management, commercial governance and commercial risk management services. This is delivered through active engagement with the OneSKY team and by providing pragmatic, solution focussed support to the delivery of program objectives.

Primary Purpose of Position

As a member of the OneSKY Commercial and Legal Branch, you will be responsible for providing responsive, accurate and practical legal advice and support to Airservices and the OneSKY program under the supervision of the Commercial & Legal Manager.

As the Legal Lead for the OneSKY Program, you will provide legal advice on all aspects of the Program, liaise with probity and procurement functions to ensure legal compliance, and draft, review and negotiate a range of documents.

You will form an integral part of the OneSKY Commercial and Legal Branch; be part of a high-performing and accountable team; and continue to deliver Airservices record of safety, environmental, WHS, risk and compliance excellence.

Accountabilities and Responsibilities

Position-specific

- Provide legal advice and legal support to the OneSKY program team, including the review, drafting, negotiation and establishment of contracts and procurement activities.

- Liaise with project teams and the probity and procurement functions to ensure OneSKY and its enabling contract mechanisms remain in compliance with the law and commercial obligations.
- Support governance and compliance activities, identify and report on risks to the Program and the broader organisation.
- Draft, review and negotiate a range of documents, including templates, contracts, variations, reports, advices and papers.
- Engage in continuous improvement activities supporting the commercial and legal governance frameworks of the OneSKY program.
- Continuously improve the quality and timeliness of commercial and procurement outcomes
- Lead the identification, management and resolution of legal issues arising for the OneSKY program.
- Provide assistance to the contract execution process through provision of commercial governance activity support
- Strategically expand, preserve or improve procedures, standards or policies whilst adhering to regulatory guidelines
- Ensure that all stakeholders understand and adhere to all contractual obligations and governance requirements
- Identify, understand and provide mitigation strategies to manage OneSKY Program commercial, legal and governance risks
- Translate commercial strategy into tactical goals and generate a shared sense of purpose within the OneSKY Program
- Proactively escalate issues that have not been controlled to ensure work remains on track
- Ensure that decisions are appropriately documented and recorded
- Act as an exemplar and role model for all matters relating to probity and commercial activity within the program, whilst promoting organisational processes and all legal and public policy constraints.

People

- Lead, coach, develop others, with an emphasis on creating an accountable performance culture.
- Maintain high-quality and productive relationship with Airservices leadership and Defence counterparts to ensure effective co-ordination of all activities in support of organisational objectives.
- Provide strategic guidance, plan and build organisational capacity and resourcing of the branch.

Commercial

- Meet the specific legal and commercial obligations for the Branch.
- Demonstrate sound risk, commercial and financial management in respect of the Program to ensure value for money outcomes.

Systems and Reporting Compliance, Reporting

- Support implementation of enterprise governance systems and policies, including safety, environmental, WHS, risk and compliance.

Safety

- Demonstrate safety and behaviours consistent with enterprise strategies, and in accordance with work health and safety accountability requirements.

Key Performance Indicators

Efficient, Effective and Accountable

- Builds and maintains effective working relationships

- Provides team with clear direction, motivates and empowers others
- Takes responsibility for actions, outcomes and people
- Achievement of Branch objectives.

Commercial

- Meeting Branch budget and performance targets
- Demonstrated value for money outcomes for commercial, legal and financial decisions

People

- Engagement feedback demonstrating positive trends
- Training and development leading to tangible capability improvements for team members

Safety

- Compliance with regulatory standards, safety, risk, environmental and any other standards.

Key Relationships

As the Legal Lead

- Commercial & Legal Manager
- The OneSKY Leadership Team
- Members of the Branch

As part of the OneSKY Australia Program

- OneSKY teammates
- OneSKY stakeholders

Skills and Competencies

- Legal qualifications with supporting experience in commercial law and/or government procurement.
- Admitted as an Australian Legal Practitioner with current practising certificate (or the ability to obtain a practising certificate).
- Experience in acting on large-scale procurement activities and supporting complex commercial and programmatic arrangements.
- Strong legal, research and analytical skills with a strategic and pragmatic focus.
- Demonstrated sound judgement and business acumen, with a focus on results in a capability and service delivery environment.
- Demonstrated ability to think critically and to develop and present innovative solutions and influence outcomes.
- Demonstrated ability to establish and maintain strategic relationships to facilitate partnerships and cooperation.
- Experience in construction law and contract management is desirable.

Security Clearance

- Baseline (Protected) security clearance (or the ability to obtain one within a reasonable time).

Performance Standards and Behaviours

As a member of Airservices, you will consistently demonstrate performance standards and behaviours that meet Airservices Code of Conduct. This includes:

- Treating everyone with dignity, respect and courtesy
- Acting with honesty and integrity

- Acting ethically and with care and diligence
- Complying with applicable Airservices policies and procedures, and applicable Australian laws
- Disclosing and taking reasonable steps to avoid any actual, potential or perceived conflict of interest
- Behaving in a way that upholds our vision, mission and values, and promotes the good reputation of Airservices.