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| **Position Description** |

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| **Senior Solicitor** | |
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| **Position No:** | 50002223 |
| **Division:** | Planning and Governance |
| **Business Unit:** | Office of the Vice President (Administration) |
| **Campus/Location:** | Melbourne (Bundoora) |
| **Classification:** | Higher Education Officer Level 9 (HEO9) |
| **Employment Type:** | Continuing, Full-time |
| **Position Supervisor:**  **Number:** | General Counsel  50002286 |
| **Other Benefits:** | <http://www.latrobe.edu.au/jobs/working/benefits> |

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

**For enquiries only contact:**

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Email: g.ducasse@latrobe.edu.au

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| **Position Description** |

**Senior Solicitor**

**Position Context**

The Planning and Governance Division provides a leadership role within the University in the following functional areas: Planning and Institutional Performance, Risk Management, Legal Services, Governance and Policy, Records and Archives, and Program Management.

The primary purpose of the Senior Solicitor position, as part of the Legal Services Team is to provide quality advice to the Colleges, the Campuses, the Administration and other parts of the University on all legal matters including drafting, negotiating and advising on contracts involving the University.

The University strongly supports professional legal advice being provided in its best interests and in a manner consistent with legal professional privilege, a fundamental common law right. The legal and professional ethical obligations override the duties of the position in circumstances where there is a conflict. The position is expected to provide high quality legal advice and legal services to La Trobe University to the best of the incumbent’s professional ability. The University will ensure that the line management oversight of Legal Services does not interfere with professional legal privilege.

**Key Accountabilities**

* Draft, negotiate and advise on intellectual property, information technology, property, commercial, research consultancy, employment, international and other contracts submitted to Legal Services
* Provide strategic support to the General Counsel and the Legal Services team in the provision of legal services
* Provide professional and prompt advice on all legal matters, guidance to Council and the University’s senior executive, decision-making bodies and staff of the University on legal matters concerning the University
* Draft University statutes and regulations and interpret legislation
* Advise on the implementation of specific compliance and legislative requirements
* Provide legal advice, conceptualise, develop and review University policies and procedures
* Conduct and manage litigation in which the University is involved to protect its interests
* Dissemination of legal information through publications, seminars and the Legal Services homepage ensure that the University’s legislative compliance framework is robust and complete
* Develop and maintain a continuous improvement program within Legal Services ensuring services are delivered in the most effective and efficient manner

**Key Selection Criteria**

* A degree in law with a current practising certificate or a right to hold one under the Victorian Legal Profession Act 2004
* Extensive relevant post admission experience of 3-5 years, especially in complex commercial contracts, intellectual property, information technology, property, employment or computer and consumer laws
* Knowledge of relevant areas of law and practice
* Demonstrated experience in the drafting and advising on complex commercial contracts and intellectual property, information technology and property and employment laws
* Demonstrated record of achievement in higher education or government institutions, corporate or private legal organisations
* Strong interpersonal skills including ability to negotiate, motivate, influence and build relationships
* Demonstrated ability to establish and maintain sound working relationships internally and externally and to communicate effectively on a range of sensitive and complex issues
* Ability to provide sound, timely and cost effective legal advice and support

**Desirable Attributes**

* Knowledge of wide areas of law including Intellectual Property, Information Technology, commercial, property, employment, contract and competition and consumer laws.
* Knowledge of University legislation and associated legal issues, particularly University Act, Statutes and Regulations
* Experience as an in-house or corporate legal counsel

**La Trobe Values**

At La Trobe we:

* take a world view
* pursue ideas and excellence with energy
* treat people with respect and work together
* are open, friendly and honest
* hold ourselves accountable for making great things happen.

For Human Resource Use Only

Initials: DTP Date: March 2016