



Senior Lawyer

Department/Unit	Office of the General Counsel
Faculty/Division	Chief Operating Officer and Senior Vice-President
Classification	HEW Level 9
Work location	Clayton campus
Date document created or updated	July 2017

Organisational context

There's a certain feeling you get from working at Monash University. It's the feeling that you're a part of something special. Something significant. So if you're looking for the next chapter in your career, it's here. You'll be given the opportunity to challenge yourself, build on your skills, and make a significant contribution to a workplace that's filled with energetic and inspiring people. Talent thrives here - and so do truly satisfying careers. Discover more at 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.

Position purpose

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

In particular, the Office of the General Counsel is responsible for:

- Providing legal services and advice to management, senior stakeholders and staff of the University
- Encouraging 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
- Advising on compliance with external legislative requirements (such as copyright, privacy, freedom of information and equal opportunity); supporting the smooth operation of the University's teaching and learning activities (including drafting, negotiating and reviewing agreements)
- 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
- Supporting the effective operation of the University's strategic commercial activities by drafting, negotiating and reviewing a wide range of commercial agreements

- Drafting of all University Statutes and regulations
- Providing dispute resolution services
- Responding to investigations of the actions of the University and/or any staff member who is named as the respondent in a complaint, for example, to the Ombudsman or a Human Rights Commission in respect of their work-related activities
- Providing expert advice to faculties on issues of administrative law such as lawful decision-making, delegations of powers, FOI and privacy complaints, and the administration of the University's student exclusion, discipline and grievance processes

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.

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

Supervisory responsibilities: As nominated by the General Counsel

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. Play a key role in identifying areas for improvement in the service delivery model and in implementing solutions
9. Provide leadership and guidance to colleagues both within the OGC and external to the Office of the General Counsel as appropriate
10. Be available to back up other lawyers from time to time as required, particularly during absences
11. 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 be a qualified legal practitioner with at least four years' post-admission experience (or equivalent), and either be practising or entitled to practice in Victoria.

Knowledge and Skills

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

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.