

POSITION DESCRIPTION

Communities of hope, joy and wonder where all are welcome.



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| Graduate Lawyer |
| Position Level | Grade 3, Step 1 - 3  |
| Salary | $73,684 - $80,485 per annum (plus superannuation) |
| Reports To | General Counsel |
| Location | CE Head Office, Manuka ACT |
| Employment Type | Full-Time |
| Hours Per Fortnight | 76 |

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| Position Purpose | Support the General Counsel in the provision of legal and administrative services to assist key stakeholders to exercise their functions across a broad spectrum of issues including family law, child protection, privacy, employment, and commercial transactions. Work to be undertaken will include the provision of support in litigation and advice work. This position would suit a individual that is committed to developing their skill set in a dynamic not-for-profit in-house environment. |
| Position Duties | * Consistent with Catholic Education's Statement of Values and Ethics, employees in Catholic Education are responsible for upholding the mission by modelling positive relationships and acting in a manner that creates a safe and productive educational and pastoral environment.
* Assist the General Counsel with preparation of legal briefings and advice.
* Review documents for the purpose of identifying legal issues, and undertake targeted research of applicable legislation and case law.
* Provide assistance in responding to requests relating to the interpretation and application of family court orders and personal protection orders.
* Provide assistance in responding to requests for information under the *Privacy Act 1988,* and other Privacy related issues.
* Under direction of the General Counsel draft advice, guidance and correspondence in respect to complaints, investigations, commercial arrangements, engagement with regulators, subpoenas, requests for interrogatories and other court driven processes and other school-based or office-based issues.
* Support the drafting of a wide range of commercial agreements, including RFPs documents, and services contracts.
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| Skills, Attributes and Experience | * A high level of integrity, including the ability to handle sensitive information and maintain confidentiality
* Ability to work individually and collaboratively as part of a team
* Professional experience and working knowledge with computer software packages including Microsoft Office Suite (Word, Excel, Access, PowerPoint) and electronic document applications (TRIM is desirable)
* Strong planning and organisational skill
* Good interpersonal skills with a courteous and collaborative approach
* Excellent communication skills (both verbal and written)
* Have a commitment to pursing an in-house career in a not-for-profit, values based environment
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| Qualifications | * Completion of undergraduate or post-graduate degree in law withing the last 2 years
* Willing to undertake a Graduate Diploma of Legal Practice or substantial progress towards completion of an undergraduate or post-graduate degree in law
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