

POSITION DESCRIPTION – TEAM MEMBER

Position Title	Legal Counsel	Department	Legal & Policy Unit
Location	North Melbourne or Sydney	Direct/Indirect Reports	Nil
Reports to	Head of Legal	Date Revised	December 2019
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Job Grade 6	Job Evaluation No:	

■ Position Summary

The role of the Legal & Policy Unit is:

- to partner with the Humanitarian division to provide legal advice and assistance in respect of all legal matters; and
- to support the Humanitarian division to meet all its obligations under relevant laws and regulations to ensure that its humanitarian objectives are met.

As a Legal & Policy Team, our vision is that we want:

- to be (and be seen to be) proactive, trusted partners to our organisational colleagues, working side by side with them to help others; and
- to add value by focusing on the projects and legal risks that are most important to the organisation now, and into the future, and enable the rest of the organisation to identify and manage other legal risks.

This position reports to Head of Legal and will focus on support to:

- Volunteering Directorate;
- International Programs Directorate;
- Emergency services team.

Reflecting this, the successful candidate will be an experienced lawyer, have experience in the below outlined areas (or an established capability to learn and advise on new areas of law).

The role can be either Melbourne or Sydney based and either full time or 4 days per week.

■ Position Responsibilities

Key Responsibilities

- Supporting Head of Legal and Volunteering Directorate with respect to issues arising from Red Cross' extensive volunteer network including:
 - supporting an organisational understanding and implementation of appropriate volunteer roles;
 - supporting membership / volunteering 'Hubs' around the country to support the volunteer workforce; and
 - supporting digital projects arising from a focus on Humanitech (i.e. humanity technology);
- Supporting Head of Legal and International Programs Directorate including:

- Supporting International Programs entering into contracts with funders, other national societies and service providers to support international operations;
- Supporting Emergency Services including:
 - Appeal instigation and maintenance; and
 - Contracts with funders.
- Supporting International Programs entering into contracts with funders, other national societies and service providers to support international operations;
- Support to Head of Legal and other lawyers in team manage overflow work from other Directorates including
 - Australian Programs;
 - Corporate Services; and
 - Engagement and Support.
- Provision of legally sound, independent, timely and practical appropriate legal advice taking account of alternative approaches and solutions
- Pro-actively identifying legal risks and suggesting solutions
- Managing legal advice, assistance and representation from external lawyers in a cost-effective manner (both pro-bono and paid), to meet so as to minimize our spending on legal and regulatory matters while retaining the requirements of Red Cross for quality of advice and independence
- Work collaboratively with other lawyers (internal and external) and internal clients
- Provide updates to the Head of Legal in relation to internal client legal matters (financial and issue status), as required

■ Position Selection Criteria

Technical Competencies

- Significant experience from an in-house environment and an established ability to advise clients with respect to:
 - intellectual property rights, in particular arising out of digital initiatives;
 - the relevant legislative requirements impacting on contracting;
 - privacy laws across the federal and state / territory environments; and
 - contract requirements, particularly in the technology / digital space.
- Capacity to provide legally sound, independent, timely and practically appropriate legal advice taking account of alternative approaches and solutions
- Established capacity to adapt and develop legal skill and expertise in other key legal subject matter fields for Red Cross
- Ability to work effectively and collaboratively as part of a team with minimum supervision
- Ability to working closely and effectively with the preferred external legal providers
- Demonstrated ability to liaise, communicate effectively and influence internal and external stakeholders at various levels
- Well-developed analytical, problem solving and decision making abilities and ability to manage multiple and complex tasks
- Highly developed oral and written communication skills and proven collaboration and presentation skills.
- Demonstrated ability to handle sensitive and confidential information and to negotiate “best possible” outcomes in conflict situations
- Also desirable is experience in employment law and taxation requirements applicable to a charity that is a Public Benevolent Organisation with Deductible Gift Recipient status is desirable

Qualifications/Licenses

- Bachelor of Laws or equivalent degree in law
- Current practising certificate in the relevant state
- Relevant skills and/or experience in corporate or NFP legal practice, public service, business administration, community services or related fields

Behavioural Capabilities

- **MODEL | Demonstrate Care and Commitment | Demonstrates the Seven Fundamental Principles of the Red Cross Movement: Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality**

Promotes Red Cross through role modelling the Fundamental Principles of the organisation | Recognises and promotes the organisation's impact on the vulnerable | Pro-actively looks for opportunities to share skills or build capacity both internally and externally

- **THINK | Investigate, Analyse and Make Decisions | Seeks information and analyses evidence and data to make decisions**

Regularly monitors and scans the environment for issues which impact the functioning of their department | Creates systems for ensuring the successful cataloguing of information useful to the organisation | Takes calculated risks on the basis of analysis | Applies business rigour to inform situational problem solving and decision making

- **THINK | Organisational Understanding and Compliance | Demonstrates understanding of Red Cross, its broader environment and complies with organisational procedures and guidelines**

Obtains the best result by using knowledge of Red Cross, the sector and the broader environment | Keeps up-to-date with broader sector factors, which may have an impact on the organisation | Understands the viewpoints and activities of other departments within the organisation and relates this work to own department's work | Operates within legal and organisational policy and procedural boundaries

- **ACHIEVE | Plan and Implement | Effectively scopes, plans and implement work activities**

Produces comprehensive project plans and business cases | Develops plans that take account of potential changing circumstance and possible difficulties | Ensures availability of critical resources | Ensures the structured and timely implementation of departmental work-plans

- **LEAD | Self Development | Demonstrates a commitment to self development**

Proactively seeks to improve own performance by seeking and acting upon feedback | Uses others as a significant source of information for personal learning and improvement | Actively changes behaviour and approach to suit the situation and circumstances | Develops knowledge and skills through formal and informal learning and research | Identifies development opportunities needed to achieve performance goals

- **COLLABORATE | Engage and Influence others | Demonstrates appropriate engaging and influencing skills aligned with Red Cross objectives**

Builds wide and effective networks of contacts inside and outside the organisation | Partners with other agencies to support Red Cross initiatives | Implements strategy to influence and engage others | Utilises a wide-range of influencing techniques

Provides mechanisms and opportunities to harvest information from internal and external stakeholders

■ General Conditions

All Red Cross staff and volunteers are required to:

- Adhere to the 7 fundamental principles of Red Cross:

Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality

- Act at all times in accordance with the Australian Red Cross Ethical Framework and Child Protection Code of Conduct
- Demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 5 years thereafter. Police check renewals may be required earlier than 5 years in order to comply with specific contractual or legislative requirements
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements
- Assist the organisation on occasion, in times of national, state or local emergencies or major disasters