

POSITION DESCRIPTION – TEAM MEMBER

Position Title	Legal Lead – Property, Finance, Engagement & Support	Department	Legal
Location	Flexible	Direct/Indirect Reports	Nil
Reports to	Head Legal	Date Revised	Apr 2021
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Job Grade 7	Job Evaluation No:	HRC0035426

■ Sub-Delegation

The sub-delegation (if any) attaching to the position is outlined in the CEO Sub-delegations (as updated from time to time). Any financial sub-delegation of authority may only be exercised where a Finance project code or budget is allocated to that position.

■ Position Summary

The role of the Legal Team is:

- to partner with the Humanitarian division of Red Cross 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 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 will focus on leading and supporting the respective portfolios within the organization as outlined in **Attachment 1**. This role requires a highly qualified and experienced lawyer with a strong background as outlined in **attachment 1** in those areas to learn and advise on new areas of law.

This role will also lead and support business improvement projects and provide contribution to strategic direction, program rigor and risk management and integration planning and resource management for their portfolio.

■ Position Responsibilities

Key Responsibilities

- Lead and act as the main legal contact for the allocated areas of responsibility (refer **Attachment 1** for **specific portfolio support**) in order to collaborate, advise on and implement operational priorities
- Build a deep understanding of the operations, current and future legal needs of the allocated area of portfolios and support those needs
- Engage broadly with the client groups to provide operational and strategic insights, advice and learning from best practice
- Expert provision of legally sound, independent, timely and practical appropriate legal advice taking account of alternative approaches and solutions and provision of clear recommendations
- Accountable for the provision of legal advice within the allocated portfolios

- Provide support to Head of Legal as required on significant matters
- Pro-actively identifying current or emerging legal risks and suggest solutions or risk mitigations
- 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
- Partner and work collaboratively with other lawyers especially for the allocated portfolios and with wider team members within the legal team.
- Coach, mentor and develop direct reports or volunteers, interns overseeing their operational activity in the team.

■ Position Selection Criteria

Technical Competencies

- Significant experience from an in-house or private practice environment and an established ability to:
 - advise clients with respect to the relevant legislative requirements impacting on the allocated area of responsibility;
 - advise clients with respect to contract requirements
 - engage in collaborative stakeholder management
- Excellent ability 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
- Ability to work effectively and collaboratively as part of a team with minimum supervision
- Excellent liaison and communication with key stakeholders
- Ability to working closely and effectively with the preferred external legal providers
- Demonstrated ability to influence internal and external stakeholders at various levels
- Well-developed analytical, problem solving and decision making abilities
- Highly developed oral and written communication skills.
- Ability to manage multiple and complex tasks and competing workload demands
- Demonstrated ability to handle sensitive and confidential information and to negotiate “best possible” outcomes in conflict situations
- Proven communication, collaboration and presentation skills
- See **Attachment 1** for specific competencies.

Qualifications/Licenses

- Bachelor of Laws or equivalent degree in law and significant experience as a practicing lawyer
- Current Victorian practising certificate
- Relevant skills and/or experience in corporate or NFP legal practice, public service, business administration, community services or related fields.

Behavioural Capabilities

- **Personal effectiveness | Achieve results** | Demonstrated ability to coach and support teams to achieve the results committed to. Accepts responsibility for ensuring team goals are achieved. Ability to manage changing circumstances and potential challenges.
- **Team effectiveness | Collaborating** | Proven track record as an approachable leader, supporting and building positive and constructive relationships within teams. Valuing diversity and supporting cultural differences within teams.

- **Organisational effectiveness | Focussing on clients** | Proven track record in ensuring a high quality service is provided by the team to internal and external clients and stakeholders. Actively seek and respond to client issues and measure effectiveness.
- **Organisational effectiveness | Thinking strategically** | Demonstrated understanding of key drivers of success within teams to enable achievement of organisational goals. Ability to think and plan goals in the long term as well as the present.
- **Organisational effectiveness | Managing risk** | Demonstrated ability to manage resources without compromising service quality. Ensuring the team understands the relevant policies and procedures to achieve goals and manage risk appropriately.

■ 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.

■ Attachment 1

Role	Stakeholder Group / Subject matter area	Description
5.	Property (Masterplan and leasing), Finance, Procurement, Retail, Fleet, First aid	<p>1 FTE Permanent</p> <p>Responsibilities Providing support and guidance to Corporate Services (excluding People & Culture) for all matters, including:</p> <ul style="list-style-type: none"> Property (Masterplan and Leasing teams) on all matters, including: <ul style="list-style-type: none"> Leasing; Acquisitions / disposals of property (in collaboration with external lawyers where necessary); legislative interpretation and compliance; and Finance including relating to: <ul style="list-style-type: none"> Annual reports; Taxation issues (in collaboration with external lawyers and tax advisors). Procurement including relating to large procurement projects. <p>Provide support and guidance to Engagement & Support on matters relating to:</p> <ul style="list-style-type: none"> Retail team including drafting and negotiating contracts and tenders First Aid team including drafting, negotiating contracts and tenders Deductible Gift Recipient taxation issues (in collaboration with external lawyers and tax advisors) Fundraising, marketing and revenue generation in collaboration with Lawyer in Role 6 (see below) <p>Legal Expertise Significant experience from an private practice or in-house environment with an established ability to:</p> <ul style="list-style-type: none"> advise on, negotiate and draft contracts; interpret and advise on legislative requirements, specifically with respect to marketing / advertising laws; property law. <p>Key stakeholders</p> <ul style="list-style-type: none"> Legal team members, specifically regarding property law and fundraising Engagement & Support, specifically including relevant Executive and Retail / First aid leadership Lawyer in Role 6 (see below) given overlap in support to Engagement & Support Property team, including relevant Executive Finance , including relevant Executive

Legal Role 6.	Partnerships, Fundraising, Appeals, Bequests	<p>0.6 FTE Permanent</p> <p>Provide support and guidance to Engagement & Support on matters relating to:</p> <ul style="list-style-type: none"> ○ marketing ○ fundraising, including appeals and supporting an organisational understanding and implementation of fundraising laws; ○ revenue generation, including donation agreements; ○ establishment of appeals; ○ taxation issues (in collaboration with external lawyers and tax advisors) ○ routine privacy issues. <p>Legal Expertise</p> <p>Significant experience from an private practice or in-house environment with an established ability to:</p> <ul style="list-style-type: none"> ○ advise on, negotiate and draft contracts; ○ interpret and advise on legislative requirements; ○ fundraising and gaming laws across the states / territories as they apply to charitable organisations; <p>Key stakeholders</p> <ul style="list-style-type: none"> ○ Engagement & Support, specifically including relevant Executive and Fundraising, Marketing and Partnerships teams ○ Legal team members, specifically regarding fundraising and marketing laws ○ Lawyer in Role 5 given overlap in support to Engagement & Support ○ Lawyers in Role 2 and Role 3 given overlap regarding international or domestic appeals
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