

**Position Description**

 **Position Title:** Legal Counsel

 **Position Classification:** Level 9

 **Faculty/Office:** Governance Directorate

 **School/Division:** Legal

 **Supervisor Title:** Managing Counsel

 **Supervisor Position Number:** 314819

**Your work area**

The Legal team is situated within the Governance Directorate. The team provides comprehensive advice and support to the executive, academic and administrative units of the University on a broad range of legal issues.

**Reporting structure**

Reports to: Managing Counsel

**Your role**

As the appointee you will work independently to provide legal advice to the University and take instructions for and complete a range of contracts and agreements on behalf of the University.

**Your key responsibilities**

Ensure that legal services are aligned with the strategic objectives of the University and are consistent with service delivery & client satisfaction objectives.

Draft, negotiate and advise on behalf of the University a wide range of agreements, leases and other legal documentation in one or more of the following areas of law:

Commercial/corporate;
Intellectual Property;
Litigation;
Property;
Wills and Estates; and
Workplace Relations.

Prepare, negotiate and complete research and collaboration agreements, funding agreements and intellectual property documentation.

Negotiate and advise on behalf of the University with Commonwealth and State Departments, statutory authorities and external third parties.

Undertake research and provide legal opinions on matters arising in the course of the legal practice.

Other duties as directed

**Your specific work capabilities (selection criteria)**

Admission as a legal practitioner in Western Australia with at least 3 year post admission experience

Experience negotiating and drafting contracts and intellectual property documents

Experience in taking instructions from and providing advice to large organisations

Highly developed interpersonal, verbal and written communication and negotiation skills

Intellectual and conceptual ability to deal with high levels of complexity, to manage conflicting priorities, work to deadlines and self manage files

Demonstrated knowledge and understanding of statutes and the processes of government and government agencies that relate to the University, e.g. Office of the Auditor General, Office of the Parliamentary Commissioner and Office of the Information Commissioners.

**Special requirements (selection criteria)**

There are no special requirements.

**Compliance**

Workplace Health & Safety

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements. Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

Inclusion & Diversity

All staff members are required to comply with the University’s Code of Ethics, Code of Conduct and Inclusion and Diversity principles. Details of the University policies on these can be accessed at <http://www.hr.uwa.edu.au/policies/policies/conduct/code>, <http://www.web.uwa.edu.au/inclusion-diversity>.