

ASSOCIATE LAWYER

DEPARTMENT/UNIT	Office of the General Counsel
FACULTY/DIVISION	Chief Operating Officer and Senior Vice-President
CLASSIFICATION	HEW Level 7
DESIGNATED CAMPUS OR LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

At [Monash](#), work feels different. There's a sense of belonging, from contributing to something groundbreaking – a place where great things happen. You know you're part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver groundbreaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the [challenges](#) of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and [diversity](#). When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an [inclusive workplace culture](#) for our staff regardless of ethnicity or cultural background. We have also worked to improve [gender equality](#) for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – [#ChangeIt](#) with us.

The **Portfolio of the Chief Operating Officer and Senior Vice-President** is responsible for the University's administrative portfolio, which includes the majority of the University's internal and infrastructure support services and the link between the University and associated organisations. The portfolio ensures the effective integration of people, buildings and technology to support the University's objectives.

The **Office of the General Counsel** is the central office within the University to deal with legal issues. We provide comprehensive legal advice and services to senior management and staff on matters that relate to the University's governance and its diverse educational, research and commercial endeavours. We are customer focused in partnering with our University clients to

deliver timely, accurate and practical legal advice. We also coordinate access to external legal services as required.

POSITION PURPOSE

The Associate Lawyer supports the work of the lawyers in the Office of the General Counsel by providing a wide range of paralegal services including the preparation, review and execution of documents, retrieving information and undertaking research.

Reporting Line: The position reports to the Senior Lawyer or Director - Legal Services relevant to the legal stream

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Coordinate and administer the delivery of a high-quality program of paralegal services including: drafting documentation, contracts and agreements, reviewing legal documents for accuracy and completeness, managing the approval requirements of legal documents according to University statutes and delegations, processing requests for access to University documents including in response to subpoenas and maintaining the Office of the General Counsel's webpage and online University Statute book
2. Provide expert and authoritative advice and guidance to clients including accurately identifying needs and objectives and determining the processes, tasks and resources required to achieve the desired outcomes
3. Coordinate a work environment of continuous review and improvement of business practices, operational processes and service provision
4. Undertake research, analyse results, investigate options and provide recommended solutions to complex administrative issues
5. Accurately interpret and implement actions according to University Statutes, regulations, policies and procedures
6. Prepare complex and sensitive briefs, letters, emails and reports using clear, concise and grammatically correct language on a range of complex issues for various audiences
7. Build and sustain relationships with an extensive network of internal and external stakeholders to ensure efficiency of operations and service delivery
8. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - A degree in law with a current Practising Certificate; and
 - extensive paralegal experience; or
 - an equivalent combination of relevant experience and/or education/training.

Knowledge and Skills

2. Demonstrated experience in coordinating and providing successful paralegal services including ability to undertake work in a manner consistent with the ethical and legal obligations of a corporate legal office
3. Highly developed planning and organisational skills, with experience prioritising a significant file load, managing time under pressure and maintaining excellent attention to detail and accuracy
4. Demonstrated relationship management and consulting skills, including the ability to interact with, negotiate with and gain cooperation from, internal and external stakeholders
5. Excellent analytical, research and problem-solving skills, including the ability to identify solutions to challenging issues
6. Well-developed interpersonal and communication skills with the ability to provide expert advice and effectively prepare and present complex information and maintain discretion
7. Advanced computer literacy, particularly with current business management software packages and their various applications

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- This position will require a successful National Police Record check

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.