

### Details

Area	University Services Portfolio
Team	Office of General Counsel
Employment	Continuing, Full-Time
Location	Geelong, Waterfront Campus
Classification	HEW level 7
Reports to	General Counsel

### Deakin

Deakin is a Victorian university with a global impact. We are agile and innovative, and committed to making a positive impact through our excellence in education and research and the contributions we make to the wider community.

Our reputation has been built on the dedication and expertise of our staff. We offer a dynamic, diverse and inclusive working environment with opportunities to grow and develop careers. We believe that a progressive, thriving culture will ensure people choose to come, and stay at Deakin and contribute to our ongoing success.

As one of Australia's largest universities, Deakin has strong global linkages, world-class research and an education portfolio that blends the best of campus and digital delivery into a highly supportive and personalised student experience.

We offer outstanding education founded on the experience we create for our learners and guided by graduate outcomes for successful lives and careers. We undertake globally significant discovery research that benefits our communities through the innovative translation of our ideas into new services, products, policies and capabilities.

Deakin campuses sit on Wadawurrung, Wurundjeri, and Eastern Maar Countries, and the University acknowledges, values and deeply respects its connection with the Traditional Custodians and Elders past and present of these lands and waterways. Deakin is the most popular university destination in Victoria for Aboriginal and Torres Strait Islander students and has a rich history of supporting the ambitions of First Nations students, including through the NIKERI Institute (formerly the Institute of Koorie Education).

Deakin aspires to be Australia's most progressive university, with the principles of diversity, equity and inclusion underpinning our approach to education, research, employability, digital delivery, innovation, and partnerships for impact. Our vision is for an inclusive environment where we value and celebrate diversity, embrace difference and nurture a connected, safe and respectful community. We want Deakin to be a place where all staff and students feel included and respected for their unique perspectives and talents.

[Strategic Plans – Deakin 2030: Ideas to Impact](#)

[Benefits of working at Deakin](#)

### Overview

The Legal Coordinator, Office of General Counsel is responsible for the co-ordination and management of all administrative requirements of the Office of General Counsel. This includes legal administration, resourcing and university administration, working closely with the General Counsel including on the oversight of budget and finances, communications and information technology requirements. The position will also participate on University committees and forums, representing the interests of the Office of General Counsel as appropriate.

The position supports the functions of the Office of General Counsel, to set objectives and strategies in order to maximise the efficient delivery of legal services, provide project management of new initiatives and the provision of administrative and paralegal support to Office of General Counsel.

Reporting to the General Counsel, the Legal Coordinator, Office of General Counsel will:

- Provide administrative support for legal and compliance services provided by Office of General Counsel to the University and its wholly owned entities.
- Act as a coach and work with team members to delegate administrative and support duties as required to their direct reports.
- Support key Office of General Counsel infrastructure and key processes including iManage and all information and document management and production and record keeping requirements, sharepoints (internal and external facing), precedents and standard form agreements, legal forms, templates, correspondence etc. Maintain best practice protocols leading to improved efficiency and performance.
- Liaise frequently with and support General Counsel and legal practitioners to efficiently action all incoming requests for legal advice ensuring the efficient allocation of matters to legal practitioners, triaging and escalating matters of urgency as required, preparing plans and reports for internal and external stakeholders as required, manage key processes, projects and business functions, including information technology, budget and finance as required.
- Fulfill associated administrative roles and responsibilities as required by the University, including participating in planning and reporting cycles to Council and Council Committees or management committees.
- Establish and maintain strong relationships with the Office of the Deputy Vice-Chancellor, University Services and other key stakeholders.
- Work closely with General Counsel and staff of the Office of General Counsel to deliver excellence in legal services to our stakeholders. Confidently lead and oversee the administrative functions including systems and processes and direct reports.

### Accountabilities

- Ensure people responsible for implementing work priorities have role clarity, the authority to act and feel empowered and supported. Act as a coach and work with team members to facilitate growth and development by giving balanced, constructive feedback considering individual capability and team performance. Implement strategies to promote positive emotional wellbeing across the team and regularly reflect on own behaviour.
- Plan and oversee projects and activities to deliver sustainable outcomes and value within constraints of time, cost and quality. Understand and integrate perspectives held within different areas of the University and put plans in place to build collaboration, mutually beneficial ethical alliances and develop common goals.
- Bring a strong customer mindset. Strive for excellence and consult regularly with stakeholders to clarify who requires the information, the purpose for which it is required, criteria for success and where and when advice and recommendation is required. Respond to feedback from stakeholders regarding their satisfaction and perspective with services received with openness and transparency.
- Provide ethical advice to stakeholders that address underlying issues, promoting value-adding insights and recommendations. Develop and implement practical, accessible solutions based on stakeholder needs and a customer first mindset.
- Challenge existing processes by formulating creative and inclusive alternative solutions and benefits. Promote solutions to modernise work practices and ensure alignment with Deakin's strategic direction.
- Plan and prioritise work and critical activities appropriately and recognise barriers to achieving outcomes, finds effective ways to deal with them and evaluate progress. Seek to continuously improve and apply critical learnings from projects and initiatives across the University.
- Build new and productive relationships with a diverse range of potential students, stakeholders or key and influential individuals.
- Establish and demonstrate a high level of learning, energy and commitment. Maintain personal integrity and make decisions consistent with university values.

### Selection

- A Degree with at least 4 years subsequent relevant experience; or
- Extensive experience and management expertise in technical or administrative fields; or
- An equivalent combination of relevant experience and/or education/training
- Experience in relevant administration systems including Microsoft, iManage and Workday
- Demonstrated ability to maintain confidentiality at all times and exercise discretion.
- High order computer skills, particularly, advanced Word skills.

### Capabilities

- **Plans work** plans the delivery of work while balancing priorities and resources.
- **Communicates** engages others through persuasive and influential communication.
- **Collaborates** cultivates collaboration across Deakin, strives for shared outcomes, builds partnerships.
- **Engages Other** establishes effective relationships to achieve shared goals.
- **Delivers Outcomes** creates clarity through governance, makes decisions that result in quality outcomes.
- **Improves Work** proactively improves the efficiency and quality of processes and systems.

### Special Requirements

- Working with Children Check (refer to Recruitment Procedure)

### Note

The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.