

POSITION DESCRIPTION

Position Title	Legal Counsel	Department	Legal & Policy Unit
Location	VIC	Direct/Indirect Reports	Nil
Reports to	Head of Legal	Date Revised	November 2018
Industrial Instrument	Social, Community, Home Care and Disability Services Industry Award		
Job Grade	JG6		

Australian Red Cross is part of the world's largest humanitarian organisation. As an organisation independent of government and with no political, religious or cultural affiliation, our vision is human dignity, peace, safety and well-being for all. Our purpose is supporting and empowering people and communities in times of vulnerability, preventing and alleviating suffering across Australian and internationally through mobilising the power of humanity.

■ Position Summary

The role of the Legal & Policy Unit is to partner with the organisation to provide legal advice and assistance in respect of all legal matters; and to support Australian Red Cross to meet all its obligations under relevant laws and regulations to ensure that its humanitarian objectives are met.

This position reports to Head of Legal and will focus on employment law support to the organization. However, reflecting the diverse range of legal requirements applicable to Red Cross, the successful candidate will also support internal clients with respect to other legal needs and requirements.

■ Position Responsibilities

Key Responsibilities

- Supporting Head of Legal and internal stakeholders with respect to employment law needs including:
 - supporting an organisational understanding and implementation of an award and enterprise agreement framework within Red Cross;
 - supporting an internal project team addressing issues with respect to employee pay and conditions;
 - ongoing support to managers and HR in relation to day-to-day operations in an award and enterprise agreement environment.
- Supporting Head of Legal and internal stakeholders with respect to other organisational legal needs, for example contract review and drafting
- Supporting Head of Legal in establishing appropriate legal and regulatory frameworks, systems and processes which are easily embedded, simple, clear and empowering, enabling Red Cross leaders and people to meet our internal and external obligations
- 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
- Advice and support to Head of Legal in awareness of and response by the Legal & Policy Unit to legal and regulatory trends, particularly in the employment law area

- 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

- Demonstrated expertise in employment law within an award and enterprise agreement environment covering multiple State / Territory and Federal legislation
- Proven experience, either in private practice or in an in-house environment supporting an organisation's legal needs in employment law
- Experience or willingness to support other legal matters such as contract drafting and negotiation
- Proven track record in providing independent, timely and practically appropriate legal advice
- Well-developed analytical, problem solving and decision making skills
- Advanced policy and report-writing skills
- Proven track record in building strong stakeholder relationships both internally and externally
- Highly developed and effective communication and collaboration skills
- Ability to work as part of a team, managing multiple and complex tasks

Qualifications/Licenses

- Bachelor of Laws or equivalent degree in law and current Victorian practising certificate

Behavioural Capabilities

- **Personal effectiveness | Achieve results** | Demonstrated ability to manage work and achieve the results committed to. Ability to evaluate progress and make adjustments needed to achieve goals. Accept responsibility for mistakes and learn from them.
- **Personal effectiveness | Solving problems** | Demonstrated ability to identify situations or issues, consider options and develop solutions. Ability to communicate any problems, implement solutions and monitor appropriate actions.
- **Team effectiveness | Communicating** | Demonstrated capability to communicate clearly and concisely ensuring messages are understood. Ability to express ideas clearly, listen effectively and provide feedback constructively.
- **Organisational effectiveness | Focussing on clients** | Proven track record in providing high quality service to internal and external clients and stakeholders. Actively seek and respond to client feedback in a constructive manner.

■ 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 3 years thereafter. Police check renewals may be required earlier than 3 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