



POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	HEAD OF TECHNOLOGY AND PROPERTY - LEGAL
Position no:	50021738
Team:	[Finance]
Department:	ABC Legal
Location:	Ultimo
Reports to:	GENERAL COUNSEL 50024230
Classification:	Senior Executive
Schedule:	[Executive]
Roster cycle	[Executive]
Band/level:	[EL 2]
HR Endorsement:	1/09/2021

Purpose

As required by the General Counsel, provide legal advice to the ABC on all aspects of its operations.

Key Accountabilities

Leadership in Service Delivery, Advice & Risk Management

- At the direction of, and under the supervision of, the General Counsel, manage the delivery of legal services to the ABC, with particular emphasis on contract preparation, negotiation and general advice in relation to transmission, technology and property matters.
- Manage files across the Technology & Property practice
- Provide advice to the ABC on all areas of practice.
- Effectively contribute to policy and approach on technology transmission and property issues within ABC Legal and across the Corporation.
- Keep up to date with trends and developments and identify and develop opportunities that will benefit the ABC Legal and the Corporation.

Leadership & Management of People

- Provide leadership and direction to the Commercial & Regulatory team to ensure a shared understanding and commitment to ABC Legal objectives.

- Build a capable and motivated team by ensuring that people are managed and developed effectively to meet current and future needs of the ABC.
- Build collaborative working relationships and establish effective communication with key stakeholders to keep abreast of client requirements and ensure timely identification of issues.
- Act as a mentor to ABC Legal staff and give guidance and assistance as appropriate.
- Supervise staff in the Technology & Property team ensuring their skills, expertise and potential are developed and utilised effectively to meet the current and future needs of the ABC.
- Actively promote the ABC values and apply all relevant workplace policies and guidelines.
- Cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care for your own safety and that of other people who may be affected by your conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Team Directors, and other Officers.

Supervision & Responsibility of Legal Issues

- Keep abreast of developments including changes to legislation related to the Technology practice.
- Take responsibility for more complex legal issues in the Technology & Property practice.
- Supervise legal work associated with Technology & Property practice.

Contribution to the ABC Legal Executive Team

- Effectively contribute as a member of the ABC Legal Executive team.
- Actively participate as part of the senior management team by providing advice and recommendations, contributing to strategy and management of the division, developing cooperative working relationships, contributing to the change process and driving initiatives and representing the interests of the corporation.
- Plan and manage major projects for ABC Legal.

Key Capabilities/Qualifications/Experience

1. Proven admission as a Legal Practitioner of the Supreme Court of New South Wales (or other State or Territory) and the High Court for a minimum of 10 years.
2. Extensive legal experience in areas of practice, particularly in relation to contracts for the acquisition of information technology and telecommunications products and services and general commercial contracts
3. Demonstrated highly-developed analytical, planning, organisational and research skills.
4. Demonstrated well-developed leadership skills, with the ability to communicate a sense of direction and guide others towards objectives, with experience managing, motivating, developing and coordinating employees
5. Proven ability to think laterally and exercise judgement in solving complex problems.
6. Demonstrated superior oral and written communication skills with the ability to draft complex documents, with strong interpersonal influencing and negotiation skills, and the ability to develop meaningful stakeholder relationships at all levels and maximise opportunities to gain maximum value towards corporate goals.
7. Demonstrated strong personal commitment to meeting the legal requirements of the Corporation.
8. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.

9. **ABC Policies:** Understanding of the relevance and scope of ABC policies and the ABC Principles and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Principles.
10. **Diversity and Inclusion:** Experience in building an inclusive and supportive culture where diversity is valued.



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