

# POSITION DESCRIPTION

Legal and Risk  
University Services

## COMMERCIAL LAWYER (IT/PROCUREMENT)

<b>POSITION NUMBER</b>	0044425
<b>PROFESSIONAL CLASSIFICATION STANDARD/SALARY</b>	UOM 8 - \$99,199 - \$107,370 per annum (pro rata for part-time)
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full Time (1 FTE)
<b>HOW TO APPLY</b>	Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Lizzi Dovile Tel +61 3 8344 2612 Email <a href="mailto:lizzi.dovile@unimelb.edu.au">lizzi.dovile@unimelb.edu.au</a> <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:  
[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, 'Growing Esteem', at <http://about.unimelb.edu.au/strategy-and-leadership>

## UNIVERSITY SERVICES

University Services is the shared services function for the University of Melbourne. We are dedicated to operating with a clear, responsive, respectful, user-friendly approach and this will create a problem-solving culture that empowers people to deliver their best. This component of the Melbourne Operating Model is the largest administrative unit within the University and is committed to:

- Putting the university first, by acting in the best interest of students, academics and overall strategy
- Maintaining a culture of service excellence
- Working together as one team to achieve results through collaboration, respect and expertise.

University Services is comprised of over 1,600 staff and consists of nine portfolios delivering a range of transactional services and expert advice:

- Academic Services
- Business Intelligence and Reporting
- External Relations
- Finance and Employee Services
- Infrastructure Services
- Legal and Risk
- Procurement
- Project Services
- Research, Innovation and Commercialisation

## **EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION**

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

## **ABOUT THE ROLE**

### **Position Purpose:**

As a member of our Legal team, this position plays a critical part in ensuring that Legal and Risk delivers high-quality, integrated, expertise-based professional services and advice to facilitate agile decision making and enable external compliance in support of the University's operations and purchases.

The function of a lawyer is to assist with the provision of high-quality advice on legal matters.

This role will have a particular focus on University Services and strive to develop, maintain and remediate where necessary, effective working relationships with Academic Divisions and Chancellery to ensure high quality and timely service delivery.

### **Benefits**

Reporting line: Senior Lawyer, Commercialisation

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: None

### **Key Dimensions and Responsibilities:**

Task level: Significant

Organisational knowledge: Moderate

Judgement: Significant

OH&S and compliance: All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/topics/responsibilities/>.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

### **Core Accountabilities:**

- Manage and assist in the resolution of legal matters and conflicts through the provision of high-quality advice and guidance so as to facilitate the business of the University in a manner which best accommodates and manages significant legal risk.
- Manage routine tasks and issues, working and referring to others in the legal team for more complex matters.
- Reviewing and drafting agreements and facilitating the resolution of conflicts and disputes for a defined client area.
- Draft, negotiate and review legal documents and agreements as required, seeking advice and guidance.
- Provide legal advice as required on a broad range of legal matters to support the business operational and campus services of the University across a range of legal practice areas including IT projects, services and equipment contracting, procurement and general commercial transactions and advice.
- Develop a rapport with key internal stakeholders and assist with training internal clients on the relevant legal and contractual considerations relating to their commercial portfolios, including developing template documentation for the same.
- Keep abreast of legislation that may impact the University and ensure all advice and documentation provided is business focused, risk based and legally compliant.
- Liaise with outside counsel where appropriate to handle University legal matters.
- Oversee compliance and quality assurance management, in line with requirements under the University's risk management framework including OH&S, legislation, statutes, regulations and policies.

### **Selection Criteria:**

Education/Qualifications

1. The appointee will have the relevant tertiary qualifications in the relevant discipline (law); and
2. Having or being eligible to hold a full current legal practising certificate in Victoria.

**Knowledge and skills:**

1. Demonstrate the University Services Values of University First by acting in the best interest of your employer; displaying Service Excellence by striving to deliver beyond expectations and taking ownership of the delivery; and value working collaboratively as One Team, connecting with people and building relationships in your workplace.
2. 4 to 7 years' experience as a practising solicitor. Experience in IT and/or general procurement law is highly desirable.
3. A breadth of knowledge of legal concepts and their application to commercial environments.
4. Extensive experience in supporting resolution of routine legal matters.
5. A strong focus and demonstrated track record in delivering exceptional client service.
6. The Ability to build, establish and maintain relationships and manage multiple stakeholders.
7. A proven ability to work with and manage ambiguity and make strategic decisions in the best interests of the client/organisation.
8. The ability to work to a high ethical standard ensuring professionalism and confidentiality at all times.
9. A demonstrated ability to work as part of, and contribute to, a high performing team.
10. Strong written and verbal communication skills
11. Proven ability to thrive in a changing and fast paced environment

**Other job related information:**

- Occasional work out of ordinary hours, travel, etc.