

## Mission Australia

**About us:** Mission Australia is a non-denominational Christian organisation that has been helping people re gain their independence for over 155 years.

We've learnt the paths to getting back independence are different for everyone. This informs how we help people, through early learning and youth services, family support and homelessness initiatives, employment and skills development, and affordable housing. Our nationwide team delivers different approaches, alongside our partners and everyday Australians who provide generous support.

Together we stand with Australians in need, until they can stand for themselves.

**Purpose:** Inspired by Jesus Christ, Mission Australia exists to meet human need and to spread the knowledge of the love of God.

*"Dear children, let us not love with words or speech but with actions and in truth." (1 John 3:18)*

**Values:** Compassion Integrity Respect Perseverance Celebration

**Goal:** To reduce homelessness and strengthen communities.

## Position Details:

**Position Title:** In-house Lawyer

**Classification:**

**Level:**

**Function:** Legal

**Reports to:** Angelina Fimmano

**Position Purpose:** This position exists to meet the business needs of the organisation on legal issues, negotiation strategy and risks, corporate governance, approval processes, Mission Australia policies and procedures. The role is responsible for a variety of general commercial work including providing advice on FOI applications/subpoena, drafting/reviewing and negotiating MOUs, Service Agreements and funding agreements, intellectual property considerations, privacy issues, government contracts, tender processes, litigation and general advice work. This role will work under supervision and receive work from the Head of Legal, Service Delivery.

## Position Requirements (What are the key activities for the role?)

Key Result Area 1	
Key tasks	Position holder is successful when
<p>Determine the appropriate legal course of action to meet the business needs of Mission Australia.</p> <ul style="list-style-type: none"> <li>Review, draft, negotiate and analyse a</li> </ul>	<ul style="list-style-type: none"> <li>Respond promptly to legal requests from all activity sectors within Mission Australia.</li> <li>Agreed service levels are met.</li> </ul>

<p>variety of contracts, court documents, license agreements, strategic alliances, development agreements, tender opportunities, projects.</p> <ul style="list-style-type: none"> <li>• Review and provide advice on: various areas of the law including government contracts/tender processes, community/social services law, estates, aged care, childcare, intellectual property, WHS, debt recovery and any other area of legislation or policy which has legal implications for the organisation; and on a arrange of issues including serious incidents, privacy, disclosure of information, mandatory reporting, duty of care, record retention, AVOs, record retention</li> <li>• Manage complex requests for information – subpoenas, FOI applications, orders to produce, ombudsman requests, government and regulator requests, police requests and various other client and third party requests</li> <li>• In consultation with General Counsel and/or Head of Service Delivery manage litigation, disputes and potential claims e.g. historical claims, escalated or high profile client complaints, employment law matters, contract disputes, investigations</li> <li>• Maintain all records, databases and filing systems to ensure tracking, reporting and document management processes are efficient and effective</li> <li>• Monitor activities to ensure legislative compliance and good corporate governance within Mission Australia.</li> </ul>	<ul style="list-style-type: none"> <li>• Legal advice is consistently delivered in accordance with organisation needs in terms of quality, timeliness and cost.</li> <li>• MA is successful in any legal actions undertaken.</li> <li>• Contracts executed by the organisation adequately protect the interests of MA.</li> <li>• Negotiate agreements that comply with company policies and risk tolerance.</li> </ul>
<b>Key Result Area 2</b>	
<b>Key tasks</b>	<b>Position holder is successful when</b>
<ul style="list-style-type: none"> <li>• Work with General Counsel and Head of Service Delivery to ensure accurate and reliable information and opinions are provided to the Excom and to the Board as required.</li> <li>• Work closely with the General Counsel and Head of Service Delivery to ensure full and accurate disclosure</li> </ul>	<ul style="list-style-type: none"> <li>• Key stakeholders, Board and Excom are fully informed in areas of interest from a legal perspective.</li> <li>• General Counsel and Senior Lawyer are fully informed on the performance of all areas of Legal business unit.</li> <li>• MA divisions acknowledge that services are reliable and provided within the terms of</li> </ul>

<p>of areas of risk and compliance across the business.</p> <ul style="list-style-type: none"> <li>• Develop and maintain strong, effective and consultative working relationships with key internal stakeholders within the MA divisions.</li> <li>• Develop relationships with the key stakeholders on complex issues impacting the organisation and be perceived as a creative problem solver.</li> <li>• Work with minimal supervision and collaboratively in a collegial team environment within the Group Shared Services division</li> </ul>	<p>any Service Level Agreement [SLA].</p>
<b>Key Result Area 3</b>	
<b>Key tasks</b>	<b>Position holder is successful when</b>
<ul style="list-style-type: none"> <li>• Manage the internship placement program and supervision of interns with encouragement and counselling as required</li> <li>• Assist in inducting and training and supporting new and existing members of staff to ensure appropriate knowledge of the organisation, work practices and governing internal and external policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Interns successfully complete the internship program and obtain value in the placement</li> <li>• Interns receive skills and competency development and training and gain insight into the role of an In-house lawyer</li> </ul>

## Work Health and Safety

Everyone is responsible for safety and must maintain:

- A safe working environment for themselves and others in the workplace
- Ensure required workplace health and safety actions are completed as required
- Participate in learning and development programs about workplace health and safety
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries.

## Purpose and Values

- Actively support Mission Australia's purpose and values;
- Positively and constructively represent our organisation to external contacts at all opportunities;
- Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behaviour at all times;
- Operate in line with Mission Australia policies and practices (EG: financial, HR, etc.);
- To help ensure the health, safety and welfare of self and others working in the business;
- Follow reasonable directions given by the company in relation to Work Health and Safety.

## Position Description |

- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries.
- Promote and work within Mission Australia's client service delivery principles, ethics, policies and practice standards.
- Actively support Mission Australia's Reconciliation Action Plan.

## Recruitment information

### Qualification, knowledge, skills and experience required to do the role

- 3+ years PQE
- Current practicing certificate
- General experience in:
  - Commercial Law
  - Employment Law
  - Privacy
  - Intellectual Property
  - Litigation

### Key challenges of the role

- Personal effectiveness
- Analytical Thinking and Problem Solving
- Communication
- Client focus
- Organisational awareness
- Results orientation
- Values alignment

### Compliance checks required

✓ Working with Children

National Police Check ☐

Vulnerable People Check ☐

Drivers Licence ☐

Other (prescribe) ☐

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## Approval

Manager name

Approval date