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| **Position Description** |

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| **Lawyer, Compliance** | |
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| **Position No:** | 50151303 |
| **Business Unit:** | Chief Operating Officer |
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| **Division:** | Commercial, Legal and Risk |
| **Department:**  **Classification Level:** | Legal and Compliance  HEO8 |
| **Employment Type:** | Full-time, Fixed Term |
| **Campus Location:** | Melbourne (Bundoora) |
| **Other Benefits:** | <http://www.latrobe.edu.au/jobs/working/benefits> |

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

**Position Context/Purpose**

The Assurance Group provides a leadership role within the University in the following functional areas: Legal services, Risk services, Compliance Management including Freedom of Information and Privacy, Governance and Policy frameworks, Internal Audit and Insurance.

This position will provide quality legal advice to all stakeholders across the University with particular focus on the provision of regulatory compliance related legal advice to support the University as compliance demands increase.

The legal and professional ethical obligations over-ride the duties of the position in circumstances where there is a conflict. The position is expected to provide high quality and considered legal advice to La Trobe University to the best of the incumbent’s professional ability. The University will ensure that the line management oversight of Legal Services does not interfere with legal professional privilege.

**Duties at this level will include:**

* Providing efficient, high quality and independent legal advice to Senior Management and the Divisions of the La Trobe University on a broad range of legal matters with particular focus on administrative law (including privacy, FOI etc), governance and other regulatory compliance requirements.
* Pro-active dissemination of legal compliance resources and other information through legal education, training, publications, seminars and the Legal Services intranet
* Advising on the implementation of specific compliance and legislative compliance programs affecting the University.
* Providing governance and compliance legal advice and support for complex and significant matters affecting the University, including assisting in the investigation of potential compliance breaches.
* Providing support as required to the General Counsel, Deputy General Counsel and team in the provision of legal services including the drafting of papers required for senior University governance committees, general legal advice and the review and negotiation of contracts.
* Representing the University externally in negotiations or in litigation as required.
* Staying abreast of legal, risk, governance and compliance related changes and devising appropriate communication channels to ensure University clients are kept informed and able to implement changes to ensure the University remains compliant.
* Completing any work as directed with professionalism and efficiency seeking support where needed.

**Essential Criteria**

**Skills and knowledge required for the position**

* Knowledge of wide-ranging areas of law with experience and interest in administrative law, governance and general regulatory compliance related law (at least 3+ years PQE).
* Ability to apply theoretical knowledge or management or policy expertise to bring together diverse and sometimes conflicting information to solve new or one off problems.
* Ability to be responsible for program/system development and implementation.
* Ability to develop innovative methodologies or take a leading role in the application of proven techniques involving considerable theoretical and technical sophistication.
* Demonstrated ability to manage multiple stakeholders to achieve stated outcomes.
* Demonstrated high level of self-motivation and personal management skills.
* Demonstrated ability to form a detailed knowledge of academic and administrative policies and the interrelationships between a range of policies and activities.
* Demonstrated experience working with and influencing senior management.
* Experience developing innovative solutions and contributing to strategic planning.
* Strong interpersonal skills including ability to negotiate, motivate, influence and build relationships.

**Capabilities required to be successful in the position**

* Ability to work collaboratively, demonstrate inclusivity and tailor communication in a way that is meaningful to the audience – consistently modelling accountability, connectedness, innovation and care.
* Ability to make sense of data to inform decision making – implementing ideas to improve local practices.
* Knowledge of own strengths, weaknesses and biases – modifying behaviour, based on self-reflection and feedback, to respond to others with empathy and act on feedback to improve knowledge, skills and behaviour.
* Ability to make sense of data to inform decision-making – building a culture in which staff members actively contribute to the continuous improvement of local practices.

**Essential Compliance Requirements**

To hold this La Trobe University position the occupant must:

* hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
* take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.
* A degree in law with a current practising certificate or the right to hold one under the Victorian Legal Profession Act 2004.

**Other Information**

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

**Position Flexibility**

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

**Why La Trobe:**

* Develop your career at an innovative, global university where you’ll collaborate with community and industry to create impact.
* Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics
* Help transform the lives of students, partners and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you’ll join exceptional people, partners and communities, who power our operations with ambition and purpose.

We are forward-looking and culturally inclusive. We continuously review, improve and transform our processes to embrace new, flexible approaches. That means you’ll always have the opportunity to succeed and make a difference.

**La Trobe’s Cultural Qualities:**

Text, letter

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For Human Resource Use Only

Initials: Date: