

## Our vision

Trusted as the leading humanitarian organisation making a genuine difference in the lives of people and communities.

## Our purpose

Bringing people and communities together in times of need and building on community strengths.

We do this by mobilising the power of humanity.

## Our Fundamental Principles

Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity, Universality

## Our Values

**We are part of a movement.**



### **We Respect**

As humanitarians, we put people first, listening to, understanding and respecting each other.



### **We aspire**

We are curious, optimistic and we learn, because we want to do and be better.



### **We collaborate**

We achieve our best by bringing people together on shared goals.



### **We stand up**

We face challenges and opportunities with courage and compassion.



### **We deliver**

We take ownership of delivering on our goals and make genuine impact.



<https://www.redcross.org.au/>

At Australian Red Cross we:

- Adhere to the 7 fundamental principles of Red Cross
- Act at all times in accordance with Australian Red Cross Ethical Framework and Child Protection Code of Conduct and applicable policies
- Are committed to protecting the rights of all people, particularly those who may be experiencing vulnerability. We want the people we work with to feel safe, be safe and free from abuse of any kind. We are a child safe organisation. We have zero tolerance for child abuse. We value, respect, and listen to children and are committed to supporting child safety and wellbeing in our work
- Demonstrate skill, knowledge, and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way
- Are committed to building a culture informed and characterised by the principles of diversity, equity, inclusion, and belonging. Australian Red Cross people are supported to understand and embed these principles into their leadership of self, others, teams, and workflow

## Position Description

Position Title	<b>Legal Counsel</b>	Department	Legal
Location	Flexible	Direct/Indirect Reports	Nil
Reports to	Society Secretary and General Counsel	Date Revised	November 2022
Industrial Award	Social, Community, Home Care and Disability Services Industry		
Award Level	6	Red Cross Job Grade	6
Job Level	Team Member	Job Evaluation No:	HRC0077174

### Position Summary

The role of the Legal team is to partner with the Humanitarian division of Red Cross to provide legal advice and assistance in respect of all legal matters. Support the Humanitarian division to meet all its obligations under relevant laws and regulations to ensure that its humanitarian objectives are met.

As a Legal team, our vision is that we want to be (and be seen to be) proactive, trusted partners to our organisational colleagues, working side by side with them to help others. We also aim to add value by focusing on the projects and legal risks that are most important to the organisation now, and into the future, and enable the rest of the organisation to identify and manage other legal risks.

This position will report into the Society Secretary and General Counsel. This role requires a lawyer with a strong legal background, providing support to the Red Cross Humanitarian division, Including the Australian Programs directorate. The Australian Programs directorate delivers all of Australian-based programs and services to clients and communities.

### Position Duties

#### Key responsibilities/accountabilities

- Providing legal support to the Red Cross Humanitarian division, including the Australian Programs team.
- Focus on contract-related work, including contract review, drafting and negotiation. Other responsibilities will include legislative interpretation, legal claims and routine privacy issues.
- Collaborate with internal colleagues to understand the necessary operational requirements and then review/draft legal documents to ensure this has been reflected. Key legal issues include privacy, safeguarding, indemnities and intellectual property.
- Legally sound, independent, timely and practical advice taking account of alternative approaches and solutions
- Assist with any legal issues arising during the organisational transformation work that Red Cross is currently undertaking.
- Build an understanding of the operations, current and future legal needs of the allocated area of portfolios and support those needs
- Pro-actively identify legal risks and suggest solutions.
- Demonstrated ability to develop strong working relationships with, and to influence, internal and external stakeholders at various levels

- Provide updates to the General Counsel in relation to legal matters (financial and issue status), as required.
- Compile data and prepare reports as required.

### **Key relationships**

- Society Secretary and General Counsel
- Legal team members
- Australian Programs team
- Risk & Compliance team

## **Person Requirements**

### **Key Behavioural and Technical Capabilities**

- Demonstrated ability to develop strong working relationships with, and to influence, internal and external stakeholders at various levels
- Proven contract review, drafting and negotiation skills.
- An interest in working across a range of subject matter areas, including privacy, safeguarding, indemnities and intellectual property. And an established capacity to work in different legal areas and to adapt and apply legal skill to new areas, including litigious matters.
- Well-developed analytical, problem solving and decision-making abilities and an interest in working in a dynamic environment.
- Ability to manage multiple and complex tasks
- Demonstrated ability to handle sensitive and confidential information
- Excellent Information Technology skills

### **Experience**

- Ability to work effectively and collaboratively as part of a team
- Work collaboratively with other lawyers (internal and external) and internal clients.

### **Qualifications**

- Bachelor of Laws or equivalent degree in law (PQE 3 years+)
- Current practising certificate
- Relevant skills and/or experience in corporate or NFP legal practice, public service, business administration, community services or related fields

## **Wellbeing, Health and Safety**

It is our vision to be harm free and committed to providing and maintaining a safe and healthy environment for volunteers, members, staff, contractors, clients, customers, and others who may be involved in our work. Our Wellbeing Health and Safety direction is aimed at building a 'safety mindset' into our daily work, assessing and reducing risk, reporting hazards and incidents, and providing Red Cross people with a positive, healthy workplace.

- Identify and understand the current and future risks involved in undertaking your role and service delivery activities, then competently manage those risks so that everyone is safe
- Comply with the Work Health and Safety management system

## Key Job Requirements

### Licenses/compliance screening

Screening is required prior to commencement. Renewals may also be required during your employment in order to comply with specific contractual or legislative requirements.

A clearance to work with children	No
Driver's License	No
A clearance to work with vulnerable adults	No
Police check	Yes - every 5 years
National Disability Insurance Scheme (NDIS) check	No
Influenza Vaccination	No