

# Position Description

## *Senior Officer*



### Details

Faculty or Portfolio	Resources Portfolio
Division or School or Institute / Team	Office of General Counsel
Employment	Continuing
Location	Flexible
Classification	HEW 6
Manager	Practice Manager

### Deakin

Deakin is a Victorian university with a global impact. We are agile and innovative, and committed to making a positive impact through our excellence in education and research and the contributions we make to the wider community.

Our reputation has been built on the dedication and expertise of our staff. We offer a dynamic, diverse and inclusive working environment with opportunities to grow and develop careers. We believe that a progressive, thriving culture will ensure people choose to come, and stay at Deakin and contribute to our ongoing success.

As one of Australia's largest universities, Deakin has strong global linkages, world-class research and an education portfolio that blends the best of campus and digital delivery into a highly supportive and personalised student experience.

We offer outstanding education founded on the experience we create for our learners and guided by graduate outcomes for successful lives and careers. We undertake globally significant discovery research that benefits our communities through the innovative translation of our ideas into new services, products, policies and capabilities.

At Deakin we value diversity, embrace difference and nurture an inclusive, safe and respectful community. Deakin is an Employer of Choice for Gender Equality, a SAGE Athena SWAN Bronze Award holder, seeking gender equity for Women in STEMM, and a Silver Award holder in the Australian Workplace Equality Index for LGBTQ inclusion. We strongly encourage applications from Aboriginal and Torres Strait Islander people and people of all cultures, abilities, sexualities and genders.

[Strategic Plan – Deakin 2030: Ideas to Impact](#)

[Benefits of working at Deakin](#)

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### Overview

The Senior Officer located within the Office of the General Counsel, contributes to the delivery of professional legal services and undertakes a range of legal and general administration tasks, including the provision of information, general advice, technology support and document management system administration duties.

The Office of General Counsel provides legal advice to the Council, the Vice-Chancellor, the Executive, managers and academic and general staff of the University and its affiliate companies. The Office of General Counsel provides independent and objective legal advice to the University to add value, reduce risk and provide assurance in relation to all legal matters. The Senior Officer is expected to build and maintain positive professional relationships with key stakeholders of the Office of General Counsel.

### Responsibilities

- Provide the Office of General Counsel with appropriate operational administrative support to achieve outcomes aligned to the University's strategic goals. This includes management of General Counsel's schedules and support with the preparation of documentation for the Legislation Committee, including preparation of legislation approved by Council
- Coordinate requests for legal advice to the Office of General Counsel, investigate and probe for the facts and identify relevant solutions and select the most appropriate allocation of matters to Solicitors.
- Provide advice and information to stakeholders through the drafting of legal documents and correspondence
- Perform the role of application owner and office systems administrator for the Office of General Counsel's software systems ensuring that systems are maintained, records are accurate and kept up-to-date, and that systems and processes meet the needs of the Office and the wider Deakin staff community. Lead software upgrade and enhancement projects in conjunction with Digital Services and external stakeholders.
- Coach staff on the use of Office of General Counsel's software systems and assist in the delivery of standard form agreement.
- Provide general information technology support in relation to university systems, software and equipment utilised by the office.
- Communicate with confidence using examples and the most appropriate influencing technique for a given situation to increase understanding and support on the application and interpretation of relevant policies and procedures
- Deliver a range of general office administrative duties to support the efficient and effective management of the office
- Work with team members to facilitate growth and development by giving balanced, constructive feedback
- Build new and productive relationships with a diverse range of stakeholders or key and influential individuals both inside and outside the University

### Relationships

- Internal relationships: The position has daily and extensive interaction with staff in the Office of General Counsel and regular contact with a wide range of University staff, both academic and professional and including the Vice-Chancellor's Office, the Executive and senior management.
- External relationships: The position receives general external enquiries, liaises with external service providers, particularly in relation to information technology and with external law firms.

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### Selection

#### *Qualifications and experience*

- A Degree with subsequent relevant experience; or
- Extensive experience and specialist knowledge or broad knowledge in technical or administrative fields; or
- An equivalent combination of relevant experience and/or education/training
- Experience using a document management system and/or records management system.
- Experience performing a similar role within a large, complex business environment or within a law firm.
- Demonstrated high level interpersonal skills, in particular strong written and verbal communication skills, and the ability to deal with all levels of staff in a confident and professional manner.
- Demonstrated high level computer literacy skills in a range of products and applications, including Microsoft products, internet applications and corporate applications, as well as the ability to quickly gain a working knowledge of unfamiliar products or applications.
- Demonstrated ability to maintain integrity, confidentiality and diplomacy at all times

### Capabilities

- **Planning and Organising:** Plans, analyses and co-ordinates the delivery of projects while balancing priorities and resources
- **Learning Agility:** Learns from experiences; applies learnings to perform successfully in new situations
- **Communicating with Influence:** Engages and energises others through clear and persuasive communication
- **Personal Resilience:** Maintains composure and focus under pressure, adapts to changing situations and recovers from setbacks
- **Continuous Improvement:** Proactively contributes to improving the efficiency and quality of existing materials processes and systems
- **Service Culture:** Considers other perspectives in making decisions and providing advice; strives to exceed expectations

### Special Requirements

- Working with Children Check (refer to Recruitment Procedure)
- Infrequent work outside business hours is required (e.g., work at evening or weekend events is required)

### Note

The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.