

Position Description – Legal Officer

Updated 19/01/2026

POSITION DETAILS

Portfolio	Portfolio of the Vice-Chancellor
Organisational Unit	Governance, Legal and Risk
Supervisor (Title)	Senior Corporate Lawyer
Classification	Higher Education Officer Level 7
Employment Type	Continuing, full-time

POSITION SUMMARY

Under broad direction, the Legal Officer provides general legal advice on a broad range of legal and contractual matters to the University.

The position will partner with Colleges and Portfolios to provide a point of contact and a consistent source of advice, education, expertise and support in addressing general legal and contract enquiries, policy, risk and compliance issues.

UNIVERSITY EXPECTATIONS AND VALUES

All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:

- demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred;
- contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor;
- promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;
- perform their responsibilities in a manner which reflects and responds to continuous improvement; and
- familiarise themselves and comply with the University's *Work Health and Safety, Injury Management and Equal Opportunity* policies.

A Nationally Coordinated Criminal History Check (NCCHC) which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.

KEY POSITION RESPONSIBILITIES

The Legal Officer is accountable for:

1. Providing responsive, sound advice to internal customers on a broad range of legal and contractual matters.
2. Providing legal advice in relation to general commercial, regulatory and internal organisational issues including researching issues, interpreting legislation and drafting documents.
3. Drafting negotiating and providing advice on various types of contracts including some complex agreements, and contract related correspondence and administration for the formation, negotiation and administration of contracts and agreements in line with University precedents, policies (including the University's Contract Management Framework), financial delegations and legislative obligations.
4. Contributing to legal template development and the development of internal processes and service delivery standards in relation to contracts and the delivery of legal services.
5. Working with Colleges and Portfolios to support, guide and educate University staff to address outstanding audit items, interpretation of policies, implementation of new regulations and the identification, management and reporting of operational risks and risk incidents.
6. Preparing memoranda of advice and briefing documentation to senior management and members of the senior executive.
7. Liaising with stakeholders and staff across the University to promote the Contract and Risk Management Frameworks and best practice processes.
8. Providing line management or functional supervision, mentoring and support to Contracts Officers within GLR and support, advice and assistance to other contracting teams across the University.
9. Conducting information searches, generally responding to and making determinations on Freedom of Information (FOI) applications in accordance with the FOI Act.
10. Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Recognised law degree and eligible to be admitted as a practitioner of the Supreme Court of South Australia.
- Well-developed knowledge of, and demonstrated experience in the provision of legal advice and/or contract management including the formation, negotiation and administration of contractual arrangements in a complex environment.
- Well-developed knowledge of contemporary tender and procurement processes.
- Significant practical experience and a high degree of accuracy, initiative and judgement in the interpretation of contractual documentation and legal principles, policies and procedures.
- Ability to negotiate strong business outcomes with significant stakeholders including the Commonwealth Government and Industry Partners.
- Excellent time management skills, demonstrated ability to prioritise tasks to meet deadlines and a high level of attention to detail.
- Well-developed ability to work independently and as part of a team, exercise initiative and judgement in interpreting and applying a range of policies and procedures and work with a broad range of stakeholders, such as academic and professional staff.
- Well-developed verbal and written communication skills including legal drafting skills.
- Demonstrated experience in or capacity to supervise a team of staff.
- Experience in the Higher Education Sector (*desirable*).
- Understanding of risk management principles (*desirable*).