

Position Description – Corporate Lawyer

Updated 25 March 2024

POSITION DETAILS	
Portfolio	Office of Vice-Chancellor
Organisational Unit	Governance, Legal and Risk
Supervisor (Title)	Deputy General Counsel
Classification	Higher Education Officer Level 9
Employment Type	Continuing, Full-time

POSITION SUMMARY
<p>Under broad to generally unguided direction, the Corporate Lawyer provides a wide range of legal advice and services to internal clients across the University's Colleges and Portfolios. This will include commercial and corporate transactions, procurement related matters, administrative law, employment law, intellectual property, internal policy, corporate governance, regulatory matters, risk management, compliance, dispute resolution and litigation.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>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:</p> <ul style="list-style-type: none"> • 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 <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies. <p><i>A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.</i></p> <p><i>An up to date COVID-19 vaccination may be required as a condition of employment, in accordance with the Flinders University COVID-19 Vaccination Policy (2022). If required, any offer of employment will be subject to the successful candidate presenting their COVID-19 Digital Certificate as evidence of vaccination or showing evidence of a valid medical exemption, where relevant.</i></p>

KEY POSITION RESPONSIBILITIES

The Corporate Lawyer will be accountable for:

1. Proactively promoting sound and prudent decision-making to help meet the University's legal obligations, protecting and defending the University's interests and rights, supporting the University in the achievement of its strategic and operational goals and influencing the University's capability and culture in governance, compliance and ethical matters.
2. Providing accurate, timely and customer focussed legal advice and services to internal clients, including:
 - Providing strategic, pragmatic, prompt and technically excellent legal advice and solutions on a wide range of matters under broad to generally unguided supervision.
 - Reviewing, negotiating, drafting and providing advice on a wide range of contracts and matters including complex commercial transactions, civil and administrative law, employment law, intellectual property, internal policy, regulatory matters, dispute resolution and litigation, corporate governance, strategic, regulatory, and ethical matters;
 - Providing advice on policy implementation and interpretation;
 - Preparation of briefing papers and research into matters as required;
 - Advising on compliance obligations under law and regulation;
 - Managing litigation and dispute matters, representing the University in court where required; and
 - Influencing, guiding and generally acting as a sounding board for internal clients across the University.
3. Developing and maintaining productive relationships with key stakeholders and staff across the University, ensuring transparent, responsive and consistent high quality customer service and effective communication that can influence strategic decisions.
4. Sourcing, briefing and managing the delivery of services by external legal service providers, as required, and ensuring costs are managed in line with internal budgets.
5. Identifying opportunities to improve processes related to the management of contracts, student disputes, corporate governance, policy matters, applicable legislation and the effective use of external legal service providers.
6. Contributing to developing, maintaining and reviewing University standard form template agreements, including updating documents as required to align with changes in objectives, University policy and the law.
7. As required, assisting senior staff in the Governance, Legal and Risk Division and other areas in the University in relation to a range of legal and management matters.
8. Making significant and high-level contributions to projects in Legal Services and elsewhere that have a University-wide impact.
9. Preparing and delivering education and training on legal, compliance and related issues across the University, as directed by the Deputy General Counsel or General Counsel and University Secretary.
10. Providing mentoring, advice and support to less experienced legal and contracts staff.
11. Upon request, acting as Deputy General Counsel during periods of leave.
12. 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 a current unrestricted South Australian practising certificate (or ability to readily obtain one), with several years post admission experience in the provision of legal services in private practice or an in-house setting.
- Extensive experience in provision of complex general commercial and regulatory advice.
- Demonstrated high-level ability to provide comprehensive legal analysis and advice on complex legal concepts to non-legal clients and stakeholders.
- Demonstrated high-level ability to develop and maintain effective stakeholder relationships.
- High-level legal and analytical skills and experience in reviewing, drafting and negotiating a wide range of commercial contracts.
- High-level ability to resolve issues independently and propose solutions by using initiative and working as part of a team.
- Demonstrated high level ability to source, brief and manage costs associated with the engagement of external legal service providers.
- High degree of initiative and judgement in interpreting contractual documentation and legal principles and policies and procedures.
- Demonstrated experience in mentoring or supervising more junior staff.
- Demonstrated experience delivering presentations and legal training to internal and external stakeholders.
- Experience working in a higher education sector or large or complex organisation (desirable).