

Position description

Greater together 

Position title:	Lawyer
Institute/School/Centre/ Directorate/VCO:	Legal
Campus:	Berwick, Mt Helen or Gippsland Campus. Travel between campuses may be required.
Classification:	Within the HEW Level 8 range
Time fraction:	Full-time
Employment mode:	Fixed-term employment
Probation period:	This appointment is offered subject to the successful completion of a probationary period.
Further information from:	Ben Morris, Head of Legal Telephone: (03) 5327 6056 Email: bj.morris@federation.edu.au
Recruitment number:	JR101140

Position summary

The Lawyer position sits within the University's Legal Office, which is responsible for legal advice and other services to the Vice-Chancellor, the Chief Operating Office, the Vice-Chancellor's Senior Team (VCST) and the Academic Board.

The successful applicant will apply legal knowledge and experience to the provision of advice on a broad range of business-critical matters. The Lawyer will exercise a degree of autonomy in this regard, under general direction from the Head of Legal.

The Lawyer position requires skill in developing and maintaining relationships of trust and confidence with a wide range of stakeholders and the possession of strong negotiation and influencing skills.

The Lawyer will work within a small legal team, and work closely with key stakeholders across the University in relation to legal, regulatory, compliance, investigation, complaints, strategic and operational matters as required.

Portfolio

The Chief Operating Office is responsible for digital and physical transformation including investing in our people to create new ways of working, embed our Living Values and ensure Federation University is a first-choice employer as well as enabling the co-operative model and the sustainability of assets and infrastructure.

The portfolio is responsible for supporting the University to deliver student, customer, community, and industry partner experience and offering, while ensuring a financially sustainable approach to governance, people and operations and managing the legal and risk obligations of the organisation.

Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our University and TAFE campuses in Ballarat, Berwick, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

To be successful at Federation University you must be willing to enthusiastically embrace the University's ambition as expressed in the 2021–2025 University Strategic Plan and share the University's values of:

INCLUSION, we celebrate our diversity, particularly valuing Aboriginal and Torres Strait Islander cultural heritage, knowledge and perspectives.

INNOVATION, we are agile and responsive to emerging opportunities.

EXCELLENCE, we act with integrity and take responsibility for achieving high standards.

EMPOWERMENT, we create a supportive environment to take informed risks in pursuit of success.

COLLABORATION, we establish genuine partnerships built on shared goals.

Key responsibilities

1. Actively contribute to the management of the legal affairs of the University under the direction of the Head of Legal.
2. Provide high quality legal services and proactive, strategic legal advice to the Vice-Chancellor, the COO, members of the VCST and other senior leaders of the University in relation to a broad range of legal areas, in particular: commercial law, administrative law, privacy law, intellectual property, licensing, compliance and governance, and foreign interference/arrangements law.
3. Develop and maintain expertise in applicable Commonwealth and State legislation and regulatory frameworks, including the Tertiary Education Quality Standards Agency Act 2011 (Cth), the Australian Skills Quality Authority and associated legislation.
4. Review, draft and negotiate commercial contracts and other legal documents, including funding arrangements and research structures.
5. Brief and oversee external lawyers if and as necessary and as approved by the Head of Legal to ensure beneficial and cost-effective outcomes and maintain a register of external legal advice provided to the University.
6. Contribute to a positive culture within a small, high-performing, collaborative legal team that is strategic, commercial and solution-focused.
7. Ensure high-quality customer focused service, underpinned by simplified and efficient processes (e.g. by developing templates and other legal resources for use by University staff).
8. Reflect and embed the University's strategic plan, and operational purpose, priorities, and goals.
9. Undertaking the responsibilities of the position adhering to:
 - the Staff Code of Conduct, Child Safe Code of Conduct, and Conflict of Interest Policy and Procedure;
 - Equal Opportunity and anti-discrimination legislation and requirements;
 - the requirements for the inclusion of people with disabilities in work and study;
 - Occupational Health and Safety (OHS) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Level of supervision and responsibility

The Lawyer position will work with a degree of autonomy in discharging the position, applying initiative, the ability to think laterally and sound judgment to identify and implement solutions to a wide range of legal issues.

The Lawyer will deal with confidential and sensitive information on behalf of the University, support the work of colleagues within the Directorate and advise staff across the University. The position will be required to quickly develop a sound knowledge and understanding of legislation applicable to the University.

Position and organisational relationships

The Lawyer reports to the Head of Legal. The Lawyer will develop and maintain collegiate, constructive, and effective cross-University relationships to ensure the delivery of timely and professional legal advice.

The Lawyer will acquire and maintain a comprehensive knowledge of the University, its organisational structures, academic and administrative portfolios, and the strategic goals and objectives that underpin the operations of these groups.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

Training and qualifications

1. Completion of:
 - formal legal qualifications and experience as a lawyer, including holding a practising certificate under the Legal Profession Uniform Law.
2. Hold a valid Working with Children Check (WWCC) or hold a current registration with the Victorian Institute of Teaching (VIT).

Experience, knowledge and attributes

3. Demonstrated knowledge and experience in contract and commercial law, including experience in drafting and negotiating commercial contracts and other legal documents.
4. Experience in administrative or public law preferred.
5. Demonstrated conceptual and analytical skills and the ability to provide clear and effective briefings (both written and oral).
6. Demonstrated ability to exercise professional and independent judgement to achieve the objectives of the position and to provide professional legal advice in a calm and consistent manner.
7. Demonstrated ability to build productive relationships and deliver pragmatic solutions for clients.
8. Demonstrated ability to work independently as well as a member of a high-performing team.
9. Demonstrated ability to prioritise competing demands, work independently to tight timeframes and deal with multiple legal matters at the same time.
10. Commitment to maintain complete confidentiality and to deal with sensitive matters with tact, sensitivity, and discretion.
11. Previous legal experience gained in a large organisation or government department or in the tertiary education sector.
12. Demonstrated alignment with the University's commitment to child safety.

The University reserves the right to invite applications and to make no appointment.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.