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| **Position Title** | Senior Legal Counsel |
| **Group/Portfolio** | Corporate Services |
| **Classification** | Common Law Contract |
| **Position Number** | 00062842 |
| **Reports To** | Deputy General Counsel |
| **Employment Type** | Continuing |

## 1.0 Position Purpose

Legal Services provides legal advice and services to the executive, administrative and academic areas of Griffith University. Specifically, they provide advice about legal issues and risk management to the Chief Operating Officer, Senior Executives, Office for Research and various other Offices and Elements of the University.

In that context, the Senior Legal Counsel is responsible for providing high quality, practical legal advice across a range of practice areas, in a timely and efficient manner in order to support the activities of the University. The Senior Legal Counsel is also responsible for managing and being the primary point of contact, advice and support for a portfolio of academic and administrative elements and research centres, acting as a key contact and providing training and awareness programs on legal issues to the relevant stakeholders.

## 2.0 Eligibility Requirements

The occupant of this position will hold a Bachelor’s degree in law and be eligible for admission as a solicitor or barrister in the Supreme Court of Queensland. The occupant will have at least ten (10) years post-graduation experience in commercial law, a high level of legal practice experience (either private or in-house), experience in drafting and negotiating complex legal arrangements and the ability to analyse issues, undertake complex research and exercise judgement on significant issues at a corporate level.

## 3.0 Key Responsibilities

* + - Provide the University, including the Vice Chancellor, Provost, Deputy Vice Chancellors, Pro Vice Chancellors, Chief Operating Officer, Directors and academic staff with high level, consistent, timely and practical legal advice on a range of the legal issues affecting the University.
		- Interpret, draft and negotiate commercial legal arrangements across a range of subject matters including:
			* IT, QITC and general procurement contracts
			* Intellectual Property
			* Capital projects, leases and licences
			* Collaboration agreements and other joint ventures arrangements
		- Conduct matters where the University is a party to legal proceedings, particularly in tribunals which may include reviewing court documents, instructing the University’s external legal providers and attending tribunals on behalf of the University.
		- Provide advice on changes to legislation which affect the operations of the University.
		- Liaise with relevant internal and external stakeholders, including external legal providers, to represent the University on negotiations and facilitate conclusion of contract arrangements.
		- Active supervision and mentoring of junior team members.
		- Lead and promote compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
		- Be a leading example of the principles and values embodied in the University’s Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

## 4.0 Key Capabilities

* Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates’ success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Self section of our [Capability Development Framework](https://intranet.secure.griffith.edu.au/employment/learning-and-development/specialist-programs/capability-development-framework#framework).