

POSITION DESCRIPTION



Managing Counsel



POSITION DETAILS

Position Title	Managing Counsel
Classification	Senior
Position Number	7002597
School/Office	Office of General Counsel and University Secretary
Division	Vice Chancellor and President

POSITION PURPOSE

The Managing Counsel is a senior legal advisor within the Office of General Counsel and provides strategic and commercial legal advice on complex legal matters to University clients with particular emphasis on drafting and negotiating research and commercial contracts, advising the University in relation to compliance and corporate governance issues relating to the University and its entity's activities, and providing professional advisory services on a broad range of issues relating to the University's educational and corporate activities.

The Managing Counsel will undertake a broad range of complex activities including, but not limited to the review, negotiation and drafting of legal documents for a broad range of commercial matters reflecting the strategic, commercial and statutory requirements of the University.

The Managing Counsel will work independently under the broad direction of, and report to, the General Counsel and University Secretary. The Managing Counsel serves as the General Counsel and University Secretary's second-in-command, providing leadership and support across the Legal function.

KEY ACCOUNTABILITIES

1. Strategic Legal Advice and Contract Management

- Negotiate and provide authoritative and responsive strategic advice and services on a broad range of issues relating to the University's corporate and educational activities, including research matters, commercial and information technology contracts, and corporate governance.
- Draft and settle various legal documents, such as contracts, disputes, agreements,

letters, correspondence, and memoranda of understanding, with internal and external parties following University objectives.

- Ensure all commercial matters affecting the University are managed promptly, taking into account the University's risk appetite.
- Provide quality legal advice to the University senior staff on matters of strategic importance to the University.
- Offer strategic legal advice on high-value commercial transactions with domestic and international partners.
- Work collaboratively with clients on business opportunities, providing advice and services on suitable structures based on the University's risk appetite.
- Ensure written advice and other documents are of a high standard and employ appropriate drafting and formatting techniques (including plain English) for client understanding.

2. Compliance, Governance, and Risk Management

- Ensure legal advice and services are independent, well-developed, evidence-based, focused on practical and commercially sound solutions, and promote the University's overall interests.
- Assist and provide high-level strategic legal advice on the development, review, and drafting of University statutes and policies, including liaison with internal and external stakeholders.
- Proactively identify actual and potential legal and regulatory risks, and recommend constructive approaches and responses, including policy review or development and training initiatives.
- Provide input into responses to draft legislation and government, or regulatory reviews or reports.
- Proactively involve the OGC in policy and other initiatives to develop and implement effective regulatory compliance and risk mitigation strategies concerning the University's operations.
- Bring any issues of concern related to governance, compliance, or legal risk to the attention of the General Counsel and University Secretary.
- Assist the General Counsel and University Secretary in promoting and implementing regulatory requirements through the provision of advice and participation in policy development or systems/process design initiatives.

3. Stakeholder and External Legal Provider Management

- Liaise with and supervise external legal service providers to ensure beneficial and cost-effective legal outcomes for the University.
- Monitor the performance and costs of external legal service providers and provide feedback as necessary.
- Ensure outsourced legal matters are managed efficiently with timely reporting and feedback provided to the General Counsel and University Secretary.
- Manage and develop client and key stakeholder relationships.
- Build strong networks across the higher education sector in matters related to corporate governance, compliance, and legal risk.
- Ensure client groups are well-supported with respect to legal matters affecting their areas of operation.

4. Team Operations and Team Development

- Proactively support direct reports to help shape their personal and professional development using appropriate coaching and mentoring techniques, training, and

- participation in development opportunities.
- Ensure the General Counsel and University Secretary is well supported and informed of salient matters in train within the OGC office.
- Be responsive to ad hoc requests for advice and assistance as allocated by the General Counsel and University Secretary from time to time.

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. A law degree or equivalent qualification and registration (or eligibility for registration) to practice law in New South Wales with extensive relevant experience or equivalent professional attainment and achievement at a senior level.
2. An unrestricted practising certificate in New South Wales or the ability to acquire one prior to commencement in the position.
3. A minimum of 8 years' post-admission experience, as a senior lawyer, including demonstrated experience in advising, negotiating, and drafting legal documents in relation to commercialisation and research contracts, and corporate governance.
4. Extensive experience to critically review and analyse contracts, legislation, and other regulatory instruments, apply commercial acumen, negotiate and draft legal documents for a broad range of complex legal matters reflecting commercial, statutory, and institutional requirements within tight timeframes.
5. Exceptional written and oral communication skills in public and private settings with diverse audiences, including the ability to effectively translate complex legal ideas or concepts for lay audiences and communicate effectively with senior executives and managers.
6. Strong and demonstrable negotiation skills, including a capacity to exercise sound judgement.
7. An ability to work within a small team and adopt a flexible approach to a demanding and time-pressured client base.

KEY RELATIONSHIPS

- **This position reports to:** General Counsel and University Secretary
- **This position supervises:** Senior Technology and Commercial Lawyer (Senior), Commercial Lawyer (HEW 9), Technology and Commercial Lawyer (HEW 9) and Paralegal (HEW 6).
- **Key internal relationships:**
 - General Counsel and University Secretary
 - OGC Lawyers and professional staff
 - University Executive and senior staff across the University
- **Key external relationships:**
 - External law firms
 - Government agencies
 - Commercial partners

CHALLENGES

- Taking end-to-end accountability for a complex and varied portfolio of commercial matters within a relatively small team and often under tight timeframes.
- Balancing changing stakeholder expectations, commercial objectives and legal risk in a large and diverse university environment.
- Driving outcomes and maintaining robust legal governance across matters involving multiple internal and external stakeholders, significant statutory requirements and complex documentation.
- Remaining abreast of legal and regulatory developments affecting the University and the

higher education sector more generally.

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

Approved by: Lead People and Culture Partner as minor changes

Date:9/10/2026