

Position:	Lawyer (Part Time)
Agreement:	Surf Coast Shire Council Enterprise Agreement 2022 – 2025
Award Classification:	Band 7
Division:	Strategy & Effectiveness
Unit:	Integrity & Governance
Date Reviewed:	April 2024
Approved By:	General Manager Strategy & Effectiveness
Current Incumbent:	VACANT

Surf Coast Shire Council Acknowledges the Wadawurrung People, and the Gulidjan and Gadubanud Peoples of the Eastern Maar nation as the Traditional Owners of the land we now call Surf Coast Shire. We pay our respects to their Elders past and present, and all other Aboriginal and Torres Strait Islander People who are part of our Surf Coast Shire community.

Our purpose, direction and approach were developed collaboratively by our people for our people.

As an employee of the Surf Coast Shire Council you are committing to work towards our purpose within our team by following our direction and living our approach.

Purpose, Direction and Approach

Council is committed to helping our community and environment to thrive. In order to do this we understand that we will be an innovative and flexible leader that values the strengths of others enabling our workplace to be a place where people can do their best and be proud of their achievements.

Our Approach guides us in the way that we work:

We Do What We Say

We set clear expectations
We are accountable for our actions
We get things done

We See Opportunity

We look for better ways
We are open minded
We learn from our experiences

We Work Together

We value strengths and differences
We seek to work with others
We help people to succeed

We Make a Difference

We proudly represent Surf Coast Shire Council
We act with the future in mind
We go the extra mile

OUR APPROACH

We do what we say We work together We see opportunity We make a difference

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POSITION OBJECTIVES

- Provision of specialist legal advice and representation, good governance, internal audit, risk management, property and procurement and high-level support to the organisation, ensuring Council operates as efficiently and effectively as possible.
- To deliver professional legal advice, and work closely with the Coordinator Legal and Property and Manager Integrity and Governance to provide contemporary legal services to all areas of Council, including litigation, advice, document drafting and review, transactions, representation and outposts to support organisational activities, across a variety of practice areas.
- Work in partnership with the organisation to manage legal matters, particularly those of significant importance, sensitivity and complexity, and to represent Council in all jurisdictions. Provide high quality and timely legal services to Council in order to represent the organisation in litigation and alternative dispute resolution, protect the interests of the organisation, minimise risk and ensure compliance.

ORGANISATIONAL CONTEXT

Refer to Surf Coast Shire Council Organisation Chart within this document.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Coordinator Legal and Property
Supervises:	NIL
Internal Relationships:	All employees and Councillors
External Relationships:	External legal advisors, including specialist firms and Counsel

Position description

KEY RESPONSIBILITIES	MEASURABLE OUTCOMES
<p>Role model and promote Council values in all aspects of duty Adopt a proactive risk management approach to ensure risks are identified, quantified and controlled, and that employees, contractors and the community are protected.</p>	<p>Adhere to the Council Code of Conduct and all Council policies and procedures relevant to this position.</p> <p>Contribute to creating a healthy and safe working environment for all.</p> <p>Identify and embrace new ideas and better ways to work.</p>
<p>Deliver high quality legal services across a variety of practice areas that meet Council expectations</p> <p>Advise on legal risk, compliance requirements and professional standards including those in novel areas of law and those requiring innovative and creative solutions.</p> <p>Provide advice on complex legal issues and share legal knowledge through involvement with relevant organisational networks and professional development programs.</p> <p>Attend relevant training courses to maintain and improve specialist knowledge to meet the needs of the organisation and to satisfy the requirements of continuing legal practice.</p> <p>Deliver training and presentations to the organisation on significant and emerging legal issues.</p> <p>Manage the cost of external counsel.</p>	<p>Ensure compliance with all relevant legal, regulatory and ethical standards and highlight when these are at risk of being breached on all occasions.</p> <p>Effectively represent Council in all jurisdictions under the guidance of the Coordinator Legal and Property.</p> <p>Good knowledge and understanding of the practice and procedures of various courts including the processes and rules of Court applicable to proceedings commenced by writ or originating motion, pleadings issues, summary dismissal and striking out of proceedings, discovery, interrogatories, mediations, subpoenas, trials, appeals, costs, etc.</p> <p>Provide high quality and timely legal services to Council in order to protect the interests of the organisation, minimise risk and to ensure compliance.</p> <p>Demonstrated ability to carry out complex legal research and analysis.</p> <p>Follow reasonable directions of the Coordinator Legal and Property in support of the provision of legal services.</p> <p>Give proactive legal advice so that issues are highlighted and managed earlier.</p> <p>Facilitate smooth business process and avoid surprises and delays as a result of legal or regulatory requirements or change.</p> <p>Protect the property and reputation of the organisation in its contractual arrangements, litigation and otherwise.</p>

OUR APPROACH

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Position description

Develop and maintain relationships within the organisation

Operate as a knowledgeable and resourceful professional in litigation and alternative dispute resolution and at least one more area of law and as a key member of the Integrity and Governance department delivering legal services as trusted advisor to the organisation.

Anticipate Council needs and provide influential and persuasive advice to resolve divergent views and conflicting responsibilities.

Contribute to building a positive culture of collegiality and collaboration in the Integrity and Governance team and across the organisation, adopting a solutions-based focus in line with contemporary legal practice.

Assist Coordinator Legal and Property to advise the senior leadership team on relevant legal issues and risks as a contribution to their strategic and business planning.

Assist the Coordinator Legal and Property in managing the legal function (and perhaps others) and ensuring that it supports the changing business requirements of the organisation.

Maintain effective communication and relationships with external stakeholders

Brief external legal advisors, including specialist firms and Counsel, where necessary, and manage the interactions between the external advisors and the organisation.

Risk Management and Workplace Health & Safety

Observe safe work processes in accordance with training and instruction given and report any risks to immediate supervisor. Risks arising in the workplace may be financial, safety, site, task or person-specific.

Participate in the consultative processes provided by the organisation.

Achieve outstanding client service with a strong focus on relationship building organisational buy-in, as well as proactively identifying business opportunities and supporting delivery of new services.

Promote and participate in initiatives that support the broader goals and priorities of the Integrity and Governance team and the organisation.

Provide intellectual leadership and innovation to positively influence the quality and consistency of legal services delivered to the organisation.

Exhibit leadership qualities through high standards, integrity and the achievement of business goals through collaborative working.

Being a legally astute business partner with a whole organisation perspective, a good listener with sound judgment.

Understanding of organisational and unit business goals and challenges.

Timely counselling and proactivity.

Flexibility to accommodate business goals.

Simplicity of solutions offered.

Successfully engage with legal advisors and be the point of contact between the external advisors and the organisation.

Risk, hazards and incidents are reported in a timely manner using the correct channels of communication.

Ensure that work practices are conducted in line with Council's WHS and Risk management policies, practices and relevant legislation.

Position description

Record Keeping & Administration

Understanding records management obligations and responsibilities.

Making and keeping accurate and complete records of business activities and decision making.

Creating records proactively including those resulting from telephone conversations, verbal decisions, meetings, emails and letters.

Administrative tasks necessary for the provision of legal services.

Ensuring the quality and accuracy of the data used or entered on Council databases and systems.

Implementing and managing legal databases and recording systems.

Managing invoices and payments for legal services.

Supporting the provision of effective legal services by opening files, managing appointments and proof reading.

ACCOUNTABILITY & EXTENT OF AUTHORITY

- Act, under the guidance of the Coordinator Legal and Property, as the Council subject matter expert (SME) in litigation and alternative dispute resolution as well as generalist legal and risk advice, responsible for the provision of specialist advice which contributes to informed decision making by Council.
- Decisions and actions taken may have a substantial effect on the operations or the public perception of the wider organisation.
- Provide advice to support decisions that may have the potential to have significant and wide-reaching impact on stakeholders and the wider community.
- Support Council to embrace new ideas and better ways to work.
- Create and capture accurate and complete records of the business activities related to this position, in accordance with approved policy and procedures. This is applicable to both hardcopy and electronic information, including email.

JUDGEMENT AND DECISION MAKING

- This position works under the guidance of the Coordinator Legal and Property which requires legal advice to be provided taking into account professional standards and complex issues.
- Manages day to day workload and plans to successfully meet the Council's needs for the provision of complex and specialised legal advice.
- Identify opportunities for improved processes and procedures across Council.
- Freedom to act is limited by established delegations.

SPECIALIST SKILLS AND KNOWLEDGE

- Knowledge and understanding of law, commensurate with the designation of an SME.
- An innate understanding of relevant legislative and regulatory frameworks and the principles underpinning them.
- Analytical skills with the capacity to research and consider any legal, social, economic and/or political ramifications that decisions made might have.

MANAGEMENT SKILLS

- Capacity to monitor and manage individual contribution and workflows to achieve leading service delivery and performance.

INTERPERSONAL SKILLS

- Proactive, positive and professional attitude with a flexible approach.
- Experience in negotiating successful resolutions with a diverse range of internal and external stakeholders.
- Outstanding communication skills with the ability to positively negotiate and to enable informed decision making by the Council.
- Engage meaningfully with staff, members of the public, tribunals, regulators and other stakeholders to persuade or convince them of Council's position, or negotiate an alternative, as appropriate.

EQUAL OPPORTUNITY STATEMENT

Surf Coast Shire Council is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all applicants, regardless of age, sex, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other irrelevant factor. We recognise our proactive duty to ensure compliance with equal opportunity and other workplace-related legislation, and to eliminate all forms of discrimination.

CHILD SAFE STANDARDS

Surf Coast Shire Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued and encouraged to reach their full potential.

Surf Coast Shire Council's policies and procedures support the implementation of requirements under the Child Wellbeing and Safety Act 2005. Council will ensure that the Child Safe Standards are understood and embedded across Council services and programs.

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Position description

All positions within Council are required to have a current Working with Children Check (WWCC) as stated in Council policy. All prospective employees cannot commence work with Council until they have a valid WWCC.

All prospective employees will be required to undertake a national and/or international criminal history check before commencing employment with Council. This check will be conducted and paid for by Council.

KEY SELECTION CRITERIA

MANDATORY QUALIFICATIONS AND EXPERIENCE

- Tertiary qualifications in Law.
- Admitted to practice Law in the state of Victoria and hold a current practicing certificate with at least 2 years post-admission experience.
- Legal experience across a broad range of legal issues relevant to Local Government and litigation practice, and a thorough understanding of the Local Government legal and litigation environment.
- Outstanding communication skills, both verbal and written, including the ability to successfully negotiate, influence and resolve complex issues.
- Solid knowledge of relevant legislation, policies and practices related to legal practice inclusive of OH&S obligations.
- Proven interpersonal skills with experience in dealing effectively with a diverse range of stakeholders within a complex organisation.
- Commitment to adhering to the Council Code of Conduct and values.
- You have the right to live and work in Australia
- Current Victorian driver's licence
- A current WWCC.
- Police Check results that are suitable for this position (will be arranged by Surf Coast Shire Council). A complete international criminal history check is required if the person has worked or lived overseas for any period of time OR a complete national criminal history check is required if the person has only ever worked in Australia.

DESIRABLE QUALIFICATIONS AND EXPERIENCE

- Post-graduate qualification in law or similar.
- Experience in a Local Government environment.

To apply for this role please use the links on the 'Employment Opportunities' page of our website. To be considered for this opportunity candidates must address the Key Selection Criteria and follow the instructions listed in the Employment Application Guide.

Surf Coast Shire Organisation Chart

