# Position Details

## General Management – CSOF7

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| The following information is for applicants | |
| Advertised Job Title | Senior Legal Counsel (Property and Procurement) |
| Job Reference | 72848 |
| Tenure | Indefinite, full-time |
| Salary Range | AU$136k - AU$150k per annum, plus up to 15.4% superannuation |
| Location(s) | Black Mountain (Canberra) Australian Capital Territory  (other capital city locations may be considered) |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian Citizens and PR, and NZ Citizens who usually reside in Australia |
| Position reports to the | General Counsel |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Catriona Dove (General Counsel) via email [Catriona.Dove@csiro.au](mailto:Catriona.Dove@csiro.au) or telephone 02 6246 5273 or Mae Gan (Senior Legal Counsel) via email [mae.gan@csiro.au](mailto:mae.gan@csiro.au) or telephone 03 9662 7424 |
| How to apply | Apply online at <https://jobs.csiro.au/>  Internal applicants please apply via **Jobs Central**  If you experience difficulties when applying, please email [careers.online@csiro.au](mailto:careers.online@csiro.au) or call 1300 984 220. |

### Role Overview

The Enterprise Legal Team is part of the Governance function within CSIRO’s Operations Group and is responsible for providing strategic legal advice and practical legal support to CSIRO’s Board, Executive, Business Units and Enterprise Support Services. The team provides expert legal advice and support across a range of practice areas, including corporate governance, compliance, administrative law, privacy and freedom of information (FOI), property, procurement, work health and safety, workers’ compensation, employment, industrial relations, litigation and research ethics.

The Senior Legal Counsel (Property and Procurement) provides high-quality, expert legal advice, tailored to meet the requirements and circumstances of internal clients and taking into account CSIRO’s strategic objectives, in the focus areas of property and procurement.

### Duties and Key Result Areas

* Provide expert legal advice, documentation and support in relation to a wide range of property and procurement matters:
  + that is accurate, clear, timely, practical, risk-adjusted and solutions-focused; and
  + which takes into account strategic priorities, applicable law and relevant CSIRO and Commonwealth policy considerations.
* Develop a deep understanding of CSIRO’s strategic objectives, business operations, internal and external stakeholders, political context and relevant industry partners.
* Demonstrate strong legal leadership, at all levels of CSIRO, in the property and procurement area through, amongst other things, the provision of responsive and practical advice and support, and proactive participation in relevant internal education, compliance programs and working groups.
* Exercise strong initiative and influence to:
  + build relationships with key internal clients (such as the Director Governance, Chief Operations Officer, Chief Finance Officer, Chief Information Officer and Director Business and Infrastructure Services); and
  + strengthen the position of the Enterprise Legal Team as a “trusted advisor” at Board, Executive and all operational levels of CSIRO.
* Contribute to the ongoing legal education and capability building of CSIRO staff through the development and delivery of practical, applied and targeted education and training, including on relevant and contemporary topics within the property and procurement law fields.
* At all times maintain confidentiality when dealing with personal and commercially sensitive information.
* Generate improved solutions to complex problems and resolve issues efficiently and effectively using creativity, reasoning and past experience.
* Communicate openly, effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Work collaboratively as part of a geographically-dispersed team to carry out tasks in a timely fashion in support of CSIRO’s strategic and scientific objectives and legal compliance.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Zero Harm goals.
* Other duties as directed.

## **Required Competencies:**

* **Teamwork and Collaboration:** Cooperates with others to achieve organisational objectives and may share team resources in order to do this. Collaborates with other teams as well as industry colleagues.
* **Influence and Communication:** Identifies critical stakeholders and influences them via an influential third party, for example through an established network, to gain support for sometimes contentious, proposals/ideas.
* **Resource Management/Leadership:** Provides leadership that fosters an environment that encourages new ideas and provides support for the development of emerging skills. Creates trust by displaying consistency, understanding, integrity and patience. Plans, seeks, allocates and monitors resources to achieve outcomes.
* **Judgement and Problem Solving:** Anticipates and manages problems in ambiguous situations. Develops and selects an appropriate course of action and provides for contingencies. Evaluates, interprets and integrates complex bodies of information and draws logical conclusions, synthesises proposals and defends options with reasoned arguments.
* **Independence:** Assesses the risk and opportunity of identified strategies, options and actions. Overcomes problems and setbacks in achieving goals. Invariably includes consideration of value-added future impact on bottom line when determining the optimal and efficient use of resources.
* **Adaptability:**Demonstrates flexibility in thinking and adapts to and manages the increasing rate of organisational change by adjusting strategies, goals and priorities.

## **Selection Criteria**

#### *Under CSIRO policy only those who meet all pre-requisites and essential criteria can be appointed.*

#### Pre-requisites

1. **Tertiary education:** A degree in law from an Australian tertiary institution, or a comparable overseas qualification, which is appropriate to the classification and duties of the Senior Legal Counsel (Property and Procurement) role.
2. **Practising certificate:** A current Australian practising certificate or entitlement to hold an Australian practising certificate.
3. **Relevant experience:** A minimum of approximately six (6) years of post-admission experience, in the legal practice areas of property and procurement, either in private, in-house and/or government role(s).

#### Essential

1. Demonstrated deep and extensive technical knowledge and applied post-admission experience in the legal practice areas of procurement and probity, either in government and/or for government clients, including:
   1. providing strategic legal and probity advice and support to organisation staff for procurement activities and matters;
   2. promoting and supporting compliance with relevant Australian Government procurement legislation and organisational procurement policy;
   3. supporting the development and implementation of improved procurement and probity policies, processes, guidelines, education programs and training materials; and
   4. providing legal advice, support, documentation and guidance in relation to contract development and management including to identify, and manage appropriately, potential risks.
2. Demonstrated deep and extensive technical knowledge and applied post-admission experience in the legal practice area of property law, either in government and/or for government clients, including:
   1. providing strategic property law advice and support to organisation staff for property matters and transactions (including divestments, acquisitions, leases, licences, construction projects, refurbishment activities, facility access arrangements, relocation arrangements, co-location arrangements, site management, infrastructure agreements, indigenous land use agreements, overseas property arrangements, heritage and environment matters and joint ventures);
   2. promoting and supporting compliance with relevant legislation (including the *Land Acquisitions Act 1989* (Cth) and relevant State and Territory legislation) and government and organisational policies/procedures relating to property and infrastructure; and
   3. supporting the development and implementation of improved property and infrastructure policies, processes, guidelines, education programs and training materials.
3. As part of the Enterprise Team and with minimal technical supervision, the ability to work efficiently and effectively as CSIRO’s primary property and procurement law adviser and, in partnership with relevant in-business teams, to effectively support the strategic objectives and operations of CSIRO.
4. A history of professional and respectful behaviours and attitudes in a collaborative and constructive environment.
5. Demonstrated flexibility in thinking and responding to organisational change by adapting strategies, goals and priorities.
6. Proven ability to anticipate and manage problems in ambiguous situations, develop appropriate solutions based on thorough evaluation and interpretation, and defend the conclusions with reasoned arguments.
7. High-level written and oral communication skills and the capacity to identify and influence critical stakeholders to gain support for new proposals/ideas/requirements.
8. Demonstrated ability to foster and develop strong relationships with internal and external stakeholders.
9. A record of adherence to professional ethics and standards.

## **Desirable:**

1. Post-admission experience advising on corporate governance, compliance, employment law and industrial relations, work health and safety, workers compensation, FOI and/or privacy law.
2. Post-admission experience working in or advising research organisations, universities, independent statutory agencies (State or Federal) or other government entities.

**Required Competencies**

* **Teamwork and Collaboration:** Creates and fosters an environment in which there is a high level of cooperation within and between teams. Facilitates positive team relationships to build organisational interaction across CSIRO.
* **Influence and Communication:** Uses complex influencing strategies, for example, assembling strategic coalitions, building behind the scenes support and the tactical use of information to gain support.
* **Resource Management/Leadership:** Provides leadership that fosters an environment that encourages new ideas and provides support for the development of emerging skills. Creates trust by displaying consistency and understanding through integrity and patience. Plans, seeks, allocates and monitors resources to achieve outcomes.
* **Judgement and Problem Solving:** Anticipates and manages problems in ambiguous situations. Develops and selects an appropriate course of action and provides for contingencies. Evaluates, interprets and integrates complex bodies of information and draws logical conclusions, synthesises proposals and defends options with reasoned arguments.
* **Independence:** Commits significant resources in the face of uncertainty and takes calculated risks to improve performance and achieve challenging goals. Uses personal energy to drive change strategies. Formulates and implements contingency plans to minimise the impact of potential risks. Accepts personal responsibility for the outcomes of decisions/risks taken.
* **Adaptability:**Is flexible in response to external change or when faced with external constraints. Identifies and promotes the opportunities arising as a result of change.

Special Requirements

The successful candidate will be asked to obtain and provide evidence of a National Police Clearance or equivalent. Please note that individuals with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.

## **About CSIRO**

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](http://www.csiro.au/) for more information.

CSIRO is a values-based organisation.  In your application and at interview you will need to demonstrate behaviours aligned to our values of:

1. People First
2. Further Together
3. Making it Real
4. Trust