# Position Details

## General Management – CSOF7

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| The following information is for applicants | |
| Advertised Job Title | Senior Legal Counsel (Employment & WHS) |
| Job Reference | 73761 |
| Tenure | Fixed Term (12 months)  Full-time |
| Salary Range | AU$139,166 to AU$153,975 pa + up to 15.4% superannuation |
| Location(s) | Black Mountain, ACT preferred |
| Relocation Assistance | N/A |
| Applications are open to | * Australian/New Zealand Citizens * Australian Permanent Residents |
| 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 at [catriona.dove@csiro.au](mailto:catriona.dove@csiro.au) or phone +61 (0)2 6246 5273 or Beth Cribb (Senior Legal Counsel) via email at [beth.cribb@csiro.au](mailto:beth.cribb@csiro.au) or phone +61 (0)3 9545 8329 |
| 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 Enterprise Legal 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 (**WHS**), workers’ compensation, employment, industrial relations, litigation and research ethics.

The role of the Senior Legal Counsel (Employment & WHS) is to provide 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 industrial relations/employment and WHS.

### Duties and Key Result Areas

* Provide expert legal advice, documentation, and support in relation to a wide range of industrial relations/employment and WHS matters including:
  + Industrial relations/employment matters: Internal advice on managing complex cases, terminations of employment, interpretation and application of relevant terms and conditions of service, policies and procedures and contract law advice. Advising on relevant legislation, including the *Fair Work Act 2009* (Cth) and applicable anti-discrimination legislation. Managing employment disputes in the Fair Work Commission and/or Federal Court.
  + WHS matters: Advice under the *Work Health & Safety Act 2011* (Cth) and regulations in respect of notifiable incidents, applicable duties, and application of requirements on day-to-day practice of CSIRO staff. Managing interactions and investigations with Federal regulators, primarily Comcare (but also in relation to the highly regulated areas of gene technology, biosecurity etc).
* Provide advice that is accurate, clear, timely, practical, risk-adjusted, and solutions-focused; and which considers 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 by exercising strong initiative and influence to:
  + build relationships with key internal clients (such as the Human Resources team, Health Safety and Environment team and relevant Directors); 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 on-going 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 industrial relations/employment and WHS 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 Making Safety Personal goals.
* Other duties as directed.

## **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.

## **Selection Criteria**

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

#### Essential

1. 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 (Employment and WHS) role with a minimum of 6 years of demonstrated post-admission experience.
2. A current Australian practising certificate or entitlement to hold an Australian practising certificate.
3. Demonstrated deep and extensive technical knowledge in the dedicated legal practice areas of industrial relations/employment and WHS, including:
   1. providing strategic legal advice and support on industrial relations/employment and WHS matters, such as;
      1. managing complex employment matters, including termination of employment;
      2. interpretation and application of the CSIRO Enterprise Agreement, relevant terms and conditions of service, policies and procedures and contract law advice;
      3. advising on relevant legislation including *Fair Work Act 2009* (Cth) and applicable anti-discrimination legislation;
      4. managing employment disputes in the Fair Work Commission and/or Federal Court;
      5. advising under the *Work Health & Safety Act 2011* (Cth) and regulations in relation to notifiable incidents, applicable duties, and application of requirements on day-to-day practice of CSIRO staff;
      6. managing interactions and investigations with Federal regulators; and

supporting the development and implementation of improved industrial relations/employment and WHS processes, guidelines, education programs and training materials.

1. As part of the Enterprise Team and with minimal technical supervision, the ability to work efficiently and effectively as CSIRO’s senior industrial relations/employment and WHS law adviser and, in partnership with relevant in-business teams, to effectively support the strategic objectives and operations of CSIRO.
2. Demonstrated flexibility in thinking and responding to organisational change by adapting strategies, goals, and priorities by utilising your ability to anticipate and manage problems in ambiguous situations, develop appropriate solutions based on thorough evaluation and interpretation.
3. High-level written and oral communication skills and the capacity to identify and influence critical stakeholders to gain support for new proposals/ideas/requirements.
4. Demonstrated ability to foster and develop strong relationships with internal and external stakeholders.
5. A record of adherence to professional ethics and standards with a history of professional and respectful behaviours and attitudes in a collaborative and constructive environment.

## **Desirable:**

1. Post-admission experience advising on corporate governance, compliance, 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.

Special Requirements

Appointment to this role may be subject to conditions including provision of a national police check as well as other security/medical/character clearance requirements.

* The successful candidate will be asked to obtain and provide evidence of a National Police Check 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:

* People First
* Further Together
* Making it Real
* Trusted