# Position Details

## Administrative Services- CSOF6

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| The following information is for applicants |
| Advertised Job Title | Legal Counsel (Property & Procurement) |
| Job Reference | 77291 |
| Tenure | Term (18 months)  |
| Salary Range | AU$115,605 to AU$135,467 pa + up to 15.4% superannuation |
| Location(s) | Canberra or Melbourne preferred (other capital cities may be considered) |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents  |
| Position reports to the | Senior Legal 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 or phone +61 (0)2 6246 5273 or Kate Maloney (Legal Counsel) via email at kate.maloney@csiro.au or phone +61 (0)2 6276 6158 |
| 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 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, workers’ compensation, employment, industrial relations, litigation and research ethics.

The role of the Legal Counsel (Property & Procurement) is to provide high-quality 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 high-quality, pragmatic legal advice, documentation and decision-making 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 an understanding of CSIRO’s strategic objectives, business operations, internal and external stakeholders, political context and relevant industry partners.
* Demonstrate legal leadership in the area of property and procurement through, amongst other things, handling requests, providing practical advice and supporting and participating in relevant internal education, compliance programs and working groups.
* Exercise initiative and influence to build relationships with key internal clients (such as the Director Governance, Chief Finance Officer, Chief Information Officer and Director Business and Infrastructure Services) and help position the Enterprise Legal Team as a “trusted advisor” in CSIRO.
* Contribute to the ongoing legal education and training of internal clients in legal areas falling within the Enterprise Legal Team practice, including property and procurement law.
* 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:** 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 Legal Counsel (Property & 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 strong 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 legal advice and support for property transactions (including divestments, acquisitions, leases, licences, major 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); and
	2. promoting and supporting compliance with relevant legislation (including the *Land Acquisitions Act 1989* (Cth), the *Environment Protection and Biological Conservation Act 1999* (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.
2. Demonstrated strong 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 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.
3. As part of the Enterprise Team and with limited technical supervision, the ability to work efficiently and effectively as a property and procurement law adviser and, in partnership with relevant in-business teams, to 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.

Special Requirements

The successful candidate will be asked to obtain and provide evidence of a National Police Check or equivalent. Please note that people 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. To find out more visit us [online](http://www.csiro.au/)!

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. Trusted