# Position Details

## Administrative Services- CSOF6

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| The following information is for applicants |
| Advertised Job Title | Legal Counsel (Employment & Workplace Relations) |
| Job Reference | 89763 |
| Tenure | Indefinite, Full-time |
| Salary Range | AU$121,455 to AU$142,321 pa + up to 15.4% superannuation |
| Location(s) | Negotiable - Canberra or Melbourne preferred  |
| Relocation Assistance | N/A |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Position reports to the | Senior Legal Counsel |
| Client Focus – Internal | 90% |
| Client Focus – External | 10% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Mae Gan (Senior Legal Counsel) via email at mae.gan@csiro.au or phone +61 3 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 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, freedom of information (**FOI**), property, procurement, work health and safety, workers’ compensation, employment, workplace relations, litigation and research ethics.

The role of the Legal Counsel (Employment & Workplace Relations) 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 and legal obligations, in the focus areas of employment and workplace relations law.

### Duties and Key Result Areas:

* Provide expert legal advice, documentation, and support in relation to a wide range of employment and workplace relations matters including:
	+ Internal advice on managing complex cases, terminations of employment, misconduct matters, 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.
* Provide advice 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 by exercising initiative and influence to:
	+ build relationships with key internal clients (such as the People team, Health Safety and Environment team and relevant Directors); and
	+ strengthen the position of the Enterprise Legal Team as a “trusted advisor” across 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 employment law and workplace relations 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:** 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 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 (Employment and Workplace Relations) role.
2. **Practising certificate:** A current Australian practising certificate or entitlement to hold an Australian practising certificate.
3. **Relevant experience:** A minimum of (approximately) 4 years of post-admission experience, in the legal practice area of employment and workplace relations law, either in private, in-house and/or government role(s).

#### Essential

1. Demonstrated extensive technical knowledge and applied post-admission experience in the legal practice areas of employment and workplace relations law, including:
	1. providing strategic legal advice and support on matters, such as;
		1. managing complex employment matters, including termination of employment and misconduct matters;
		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; and
		4. managing employment disputes in the Fair Work Commission and/or Federal Court;
		5. managing interactions and investigations with relevant regulators; and
	2. supporting the development and implementation of improved employment and workplace relations processes, guidelines, education programs and training materials.
2. As part of the Enterprise Team and with limited technical supervision, the ability to work efficiently and effectively as a specialist employment law and workplace relations adviser and, in partnership with relevant in-business teams, to effectively support the strategic objectives and operations of CSIRO.
3. 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.
4. High-level written and oral communication skills and the capacity to identify and influence critical stakeholders to gain support for new proposals/ideas/requirements.
5. Demonstrated ability to foster and develop strong relationships with internal and external stakeholders.
6. 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 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

Appointment to this role may be subject to conditions including provision of a national police check.

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