# Position Details

## Administrative Services- CSOF6

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| The following information is for applicants | |
| Advertised Job Title | Legal Counsel (Property & Procurement) |
| Job Reference | 89801 |
| Tenure | Indefinite  Full-time preferred (part-time may be considered) |
| Salary Range | AU$121,455 to AU$142,321 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Canberra or Melbourne preferred (other locations 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 | A senior Legal Counsel within Enterprise Legal |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 0 |
| Enquire about this job | Laura Shore (Property & Procurement Legal Counsel) via email at [laura.shore@csiro.au](mailto:laura.shore@csiro.au) or phone +61 2 6218 3871 or Rick Aarons (Corporate Patent Counsel) via email at [richard.aarons@csiro.au](mailto:richard.aarons@csiro.au) or phone +61 3 9662 7477 |
| 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. |

**Acknowledgement of Country**

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the areas that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. View our [vision towards reconciliation](https://www.csiro.au/en/about/Indigenous-engagement/Reconciliation-Action-Plan).

### 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, industrial relations, litigation and research ethics.

The role of the Legal Counsel is to provide high-quality legal services in the focus areas of property and commercial contracts (procurement), tailored to meet the requirements and circumstances of relevant internal clients, including CSIRO Business and Infrastructure Services (**CBIS**), Information Management & Technology (**IM&T**) and Finance (Strategic Procurement), and taking into account CSIRO’s strategic objectives and compliance obligations.

### 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 commercial contract (procurement) matters:
  + that is accurate, clear, timely, practical, risk 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.
* Contribute to the ongoing legal education and training of internal clients in legal areas falling within the Enterprise Legal Team practice, including property and commercial contracts (procurement).
* At all times maintain confidentiality when dealing with personal and commercially sensitive information.
* Act as a trusted advisor and generate improved solutions to complex problems and resolve issues efficiently and effectively.
* 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 multi-disciplinary, regionally dispersed team to carry out tasks in support of CSIRO’s strategic and scientific objectives and legal compliance.
* Adhere to the spirit and practice of CSIRO’s Values, Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Zero Harm goals.
* Other duties as directed.

## **Selection Criteria**

## **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 role.
2. **Practising certificate:** A current Australian practising certificate or entitlement to hold an Australian practising certificate.
3. **Relevant experience:** A minimum of approximately four (4) years of post-admission experience, in the legal practice areas of property and commercial contracts, either in private, in-house and/or government role(s).

#### Essential

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

1. Demonstrated technical legal knowledge and applied post-admission experience in the practice area of property law, including:
   1. providing legal advice and support for property transactions (e.g. divestments, acquisitions, leases, licences, make-good arrangements, terminations, construction contracts, variations, extensions of time, property disputes and land dealing forms); and
   2. promoting and supporting compliance with relevant 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 technical legal knowledge and applied post-admission experience in the practice area of commercial contracts (procurement), including:
   1. providing legal advice and support to CSIRO staff on commercial contracts relating to the procurement of goods and services including drafting bespoke contractual clauses which are fit-for-purpose taking into account, for example, intellectual property, insurances, warranties, indemnities, privacy and other applicable legislation; and
   2. 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 commercial contract (procurement) adviser and, in partnership with relevant in-business teams (including CBIS, IM&T and Finance (Strategic Procurement)), 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. Demonstrated legal knowledge and applied experience supporting compliance with the Commonwealth Procurement Rules (**CPRs**), organisational procurement policy and relevant legislation applicable to the procurement of goods and services;
2. Applied experience supporting the development and implementation of improved procurement and probity practices, policies, processes, guidelines, education programs and training materials;
3. Post-admission experience in legal practice either in government or acting for government clients.

## **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.

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.

## **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