# Position Details

## Administrative Services- CSOF6

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| The following information is for applicants | |
| Advertised Job Title | Legal Counsel |
| Job Reference | 89821 |
| Tenure | Indefinite, Full-time. |
| Salary Range | AU$121K to AU$142Kpa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | All Australian CSIRO locations 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 | Kate Maloney (Senior Legal Counsel) via email at [kate.maloney@csiro.au](mailto:kate.maloney@csiro.au) or phone +61 (0)2 6276 6158  Catriona Dove (General Counsel) via email at catriona.dove@csiro.au or phone +61 2 6246 5273 |
| 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 legal advice and support in relation to corporate governance, compliance, administrative law, specialist intellectual property, privacy, freedom of information, property, procurement, ITC, work health and safety, workers’ compensation, employment, industrial relations, litigation and research ethics.

## As a key member of the Enterprise Legal Team, the Legal Counsel role reports to the Senior Legal Counsel.

### Duties and Key Result Areas

* Provide high-quality, practical legal advice and support, tailored to meet the requirements and circumstances of internal clients and taking into account CSIRO’s strategic objectives and compliance obligations.
* Develop an understanding of the business, strategic objectives, external regulators, stakeholders, political context and relevant industry partners of CSIRO generally.
* Demonstrate legal leadership through, amongst other things, the provision of pragmatic advice and support and active participation in relevant internal education, compliance programs and working groups.
* Demonstrate FOI, privacy and information law leadership 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 Operations Officer, Chief Information Officer, Chief Information Security Officer, Chief Finance Officer and Director Science Impact & Policy) and position the Enterprise Legal Team as a “trusted advisor” in CSIRO.
* 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.
* Maintain confidentiality when dealing with personal and commercially-sensitive information.
* Work as an autonomous member of a geographically-dispersed team, taking appropriate personal responsibility for effective individual and team performance.
* Work collaboratively with colleagues within Legal, relevant Business Units and Enterprise Support Services, and across CSIRO more broadly, in order to advance organisational objectives and the goals of the Enterprise Legal Team.
* Generate improved solutions to complex problems and resolve complaints efficiently and effectively using creativity, reasoning and experience.
* 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**

#### Essential

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

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 Legal Counsel role.
2. A current Australian practising certificate or entitlement to hold an Australian practising certificate.
3. A minimum of approximately four (4) years of post-admission experience, in private, in-house and/or government legal practice, in the area of privacy and information law
4. Demonstrated strong and extensive technical knowledge and applied post-admission experience in public information law, in particular;
   1. privacy law, including provision of advice and support in relation to the *Privacy Act 1988* (Cth), the *Australian Government Agencies Privacy* Code, privacy threshold/impact assessments, development and administration of privacy management plans, handling of privacy complaints and compliance with mandatory data breach reporting obligations; and

plus demonstrated knowledge and experience in one or more of the following additional areas:

1. FOI law, including providing advice and support in relation to the *Freedom of Information Act 1982* (Cth), responding to requests, overseeing the internal processes to respond to FOI requests, considering and responding to referral and decision review requests and handling (on behalf of CSIRO) appeals by applicants to the Office of the Information Commissioner; or
2. general information law, including provision of advice and support in relation to responding to Public Interest Disclosures, Ministerial requests, Senate Orders to Produce, Parliamentary questions on notice, subpoenas and litigation discovery orders.
3. The ability to work effectively in a team environment, with the ability and confidence to work independently under minimal supervision.
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 (including regulatory bodies such as the Office of the Australian Information Commissioner and the Commonwealth Ombudsman).
9. A record of adherence to professional ethics and standards.

## **Desirable**

1. Demonstrated post-admission experience advising on general administrative law, including employment law and workplace relations, work health and safety, workers’ compensation and public governance.
2. Demonstrated post-admission experience working in or advising publicly-funded research organisations, universities, independent statutory agencies (State or Federal) or other government entities.

## **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