# Position Details

## Administrative Services- CSOF6

|  |
| --- |
| The following information is for applicants |
| Advertised Job Title | Commercial Lawyer - IP, R&D, Technology Commercialisation |
| Job Reference | 101112 |
| Tenure | Indefinite, Full-time or Part-timeWe will explore options for part-time and flexible work arrangements based on needs of the role and individual circumstances. |
| Salary Range | AU $131,113 to $153,639 pa (pro-rata for part-time) + 15.4% superannuation |
| Location(s) | Any AU CSIRO site |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents |
| Position reports to the | Team Leader, Commercial Legal |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Claire Montague via email at claire.montague@csiro.au.  |
| 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. |

**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 role of Administrative staff in CSIRO is to provide administrative and management services to support the effective provision of research and development activities. This involves the development and implementation and/or administration of policies, systems and procedures that assist the Organisation and the Business Unit to achieve their objectives and meet Government and regulatory responsibilities.

The Commercial Lawyer role sits within CSIRO’s Commercial Legal function.

**Organisational structure:**

CSIRO > Operations > Legal > Commercial Legal

Commercial Legal provides legal advice, negotiation and support to CSIRO delegates across a wide variety of commercial transactions. It also advises and supports CSIRO’s research units to resolve commercial disputes.

Commercial Legal is divided into three teams of roughly even size, each led by a Team Leader and each supporting several different CSIRO Research or Enterprise Units. The successful candidate will be appointed to one of these three teams, reporting to one of the three Team Leaders.

The Commercial Legal function (a team of ~24 lawyers) is separate from, but collaborates closely with, CSIRO’s Enterprise Legal function (a team of ~20 lawyers providing advice in specialist areas such as workplace relations, procurement, litigation, HSE and FOI). Enterprise Legal is led by the CSIRO General Counsel Enterprise (a separate role to the General Counsel Commercial). Both General Counsel report to the CSIRO Chief Legal Officer.

In addition to Commercial Legal and Enterprise Legal, the broader Legal Unit contains other teams of professionals, including IP, board and secretariat, and contract management staff. Together with Commercial Legal, these teams provide specialist advice and support to help CSIRO’s research units deliver scientific and technological solutions to customers through transactions and support CSIRO’s governance and compliance activities.

### Duties and Key Result Areas

* **Legal services**: Provide legal, compliance and risk advice to delegates. Support transaction teams to structure, negotiate and settle commercial transactions. Common transaction types include intellectual property licensing, assignment, or other IP-related transactions; spin-out, start up and equity transactions; research collaborations and joint venture transactions; and commercial dispute resolution.
* **Resource allocation**: Participate in the priority-setting of commercial transactions for the research unit(s) you support. Participate in the commercial strategy for those research units. Manage outsourcing of legal work to external law firms where required (noting that the great majority of commercial legal work at CSIRO is performed in-house by CSIRO lawyers).
* **Relationship management**: Act as a key contact and trusted adviser for the research units you support.
* **Team support**: Meet regularly with your Team Leader and other Team members. Participate in legal and cross-functional business improvement and organisational change projects.
* **Corporate citizenship**: Communicate openly, effectively and respectfully with all staff, clients and customers of CSIRO. Work collaboratively as part of a multi-disciplinary, often regionally dispersed, team to support CSIRO’s scientific objectives. Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety & Environment plans and policies, Diversity initiatives and Zero Harm goals.
* **Technical performance**: Giving practical, principled, customer-focused advice and support, distilling complexity to help delegates make informed risk decisions.
* **Strategic leadership**: Actively furthering and championing CSIRO’s strategic goals, both through your approach to transactional work and by participating in organisational change and development projects.
* **Resource management**: Prioritising effectively to manage a personal workload that requires balancing multiple separate streams of work (including transaction pipelines, business improvement projects and personal development), and managing the expectations of all stakeholders.
* **Collaboration**: Proactively building and maintaining effective networks and relationships with key stakeholders across and outside CSIRO.
* **Influence**: Communicating and influencing effectively through planning, using interest-based strategies and tailoring your approach for the intended audience.
* **Continuous** **improvement**: Pre-empting and embracing change, actively pursuing continuous improvement to increase your effectiveness and CSIRO’s improvement and efficiency ambitions.
* **Accountability**: Leading by example, navigating ambiguity, and taking personal responsibility for your own performance.
* **Other duties:** As directed.

## **Selection Criteria**

#### Essential

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

* Relevant tertiary qualifications in law; admission as a legal practitioner of the High Court or a Supreme Court of a State or Territory; and a current Australian jurisdiction practising certificate (or evidence of entitlement to hold one).
* Demonstrated experience working with minimal supervision in a government or commercial legal practice or as part of an in-house legal team.
* Demonstrated expertise in one or more of the following core areas of practice: technology & IP; contract & commercial law; governance & risk.
* Demonstrated commitment to ethical behaviour and integrity for self, colleagues, stakeholders and customers.
* Demonstrated experience providing strategic advice and support to senior executives, distilling complex legal issues to provide practical options and help resolve issues.
* Demonstrated experience working autonomously and taking initiative to resolve complex problems in an ambiguous environment.
* Demonstrated experience habitually building and maintaining strong, collaborative professional relationships, influencing multiple stakeholders and managing conflict to achieve successful outcomes.

## **Desirable**

* Demonstrated commitment to continuous improvement, and ability to plan for, navigate and embrace organisational change.
* Demonstrated ability to communicate and influence effectively in a complex environment, by planning and tailoring for audience and context.
* Qualifications and/or demonstrated experience working or studying in the field of science/technology research, development or commercialisation.
* Demonstrated experience in IP, IT and other technology-related transactions, or transactions involving strategic alliances and collaborations with government, universities, research organisations and industry partners.

## **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.

* 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. Visit [CSIRO Online](http://www.csiro.au/) for more information and learn more about our [Research.](https://www.csiro.au/en/research)

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
* Trusted
* Further Together
* Making it Real