

The purpose of this position

The **purpose** of the position is to support the senior lawyers in the team to advance organisational purpose through providing contextualised, responsible legal advice, having regard to the strategic direction and key focus organisational areas.

About the position

- This position is within Office of the CEO directorate.
- It's part of the Legal & Corporate Governance team.
- This position **reports to** the Assistant General Counsel.
- This position allows for flexibility.
- ☐ The position leads a team.
- The position is designated Band 5 under the ***Schedule of Authorities and Delegations***.
- The position is a: ☐ Budget holder ☐ Has designated revenue or billing targets.
- This position maybe advertised externally as Legal Counsel.

Key areas of responsibility

Work with the senior lawyers on a range of matters and projects across the organisation on:

- Contract drafting and review.
- Legal risk management and legal advice.
- Compliance and regulatory support.
- Legal research and analysis.
- Litigation and dispute resolution.
- Key areas of law reform.
- Legal project management

Key outcomes

When things are going well, we would expect to see these outcomes:

- Senior lawyers are feeling supported.
- Constructive and effective relationships built with internal and external stakeholders.

Key Capabilities

Essential criteria

- Based in Sydney.

The Benevolent Society

- Tertiary qualifications in law.
- 2+ years of post-admission experience.
- Current legal qualifications and NSW practising certificate.
- Strong privacy law skills.
- Ability to build constructive relationships with internal and external stakeholders.
- Strong research and analytical skills.
- Strong verbal and written communications skills.
- Strong time management skills.
- Ability to be proactive, multitask, prioritise and meet deadlines (including supporting multiple stakeholders).
- Maintaining accuracy and attention to detail.
- Maintain confidentiality, diplomacy and apply sound judgment.
- Exercise independent thinking whilst having a collaborative attitude to deliver timely, relevant and effective results.
- Knowledge or willingness to learn the diverse range of businesses and areas of law applicable to The Benevolent Society.
- Demonstrated ability to understand and interpret legislation, case law, legal processes and procedures.
- Problem solving skills and ability to participate in decision making processes.
- Proactive and pragmatic – anticipates needs and issues and proactively recommends solutions and their implementation.

People who know this position say that

People who know this position say the things that might make your day are:

- Effective relationships with senior lawyers.
- Contributing meaningfully and being part of a proactive and high performing Legal and Corporate Governance team.

People who know this position say some key challenges you might experience are:

- Proactively managing multiple and diverse competing priorities in a very small team.
- Managing stakeholder expectations within available resources.
- Working with internal stakeholders who are in similar circumstances.

Work and flexibility

While The Benevolent Society has great tools to connect us remotely, sometimes we will need to connect in person. This means we need to travel on occasion.

This position may require:



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| <input checked="" type="checkbox"/> Overnight travel/stays. | <input checked="" type="checkbox"/> Weekend work. |
| <input checked="" type="checkbox"/> Travel between office locations/regions. | <input checked="" type="checkbox"/> Evening work. |
| <input type="checkbox"/> Travel to clients (varied locations). | <input type="checkbox"/> Special event support. |
| <input type="checkbox"/> Use of own registered, insured (comprehensive) motor vehicle. | |
| <input checked="" type="checkbox"/> Use of TBS pool cars. | |

Key relationships

We work collaboratively with others. This position works closely with:

Within The Benevolent Society:

- Legal and Corporate Governance team members
- National Office and Service Delivery staff

Outside The Benevolent Society:

- Commonwealth and State Government
- Sector and Non-Sector Peers
- Peak Bodies and Professional Associations
- Law Firms and Specialists