

POSITION DESCRIPTION

Position Title:	Graduate - Lawyer	Directorate:	Community & Corporate Services
Position Number:	100328	Department:	Governance & Risk
Employment Status:	Full-Time	Section:	Corporate Governance
Employment Type:	Permanent	Location:	Chambers
Classification:	Schedule A, Salary Point X		
Reports to:	Manager Governance and Risk		

PRIMARY PURPOSE:

The Graduate Lawyer is responsible for the provision of Legal, Governance and Insurance functions, supporting the Manager Governance & Risk. This includes Council's insurance portfolio, governance functions including statutory and non-statutory delegations, policy and directive management, legal enquires, insurance claims management and renewal and other relevant tasks as necessary.

ORGANISATIONAL REPORTING RELATIONSHIPS:

1. Internal:

- The **Graduate** reports to the Manager Governance & Risk for all operational and management matters.
- The role is a key contributor to the Corporate Governance Team and will liaise with employees of Council.

2. External:

- The role will liaise with external stakeholders such as members of the general public, ratepayers, residents, visitors and contractors to the City of Glenorchy.

OUR VALUES:

We respect each other

We respect the skills, knowledge and diversity of our team mates

Everyone is heard and is valued

We care for the well-being and safety of each other

We check in on each other without being prompted

Listening and being listened to matters

We are trusted

I've got your back and you've got mine

We do what we say we will

We are empowered

Have honest and open conversations

We are trusting and trustworthy

We learn from our mistakes and share what we learn

Together we are better

Robust and thoughtful decision making together

Solving important problems together

We reach out to others and across teams for help

We collaborate more and handball less

Share our skills and knowledge

We deliver

We serve and stand up for our community

We knuckle down and focus on what matters

We are courageous and determined to find a way

We seek opportunities to continually improve outcomes and then we act on them

OUR CULTURE:

We foster and model a culture where:

- We **RESPECT** others and their viewpoints as being as important as our own.
- We trust and are **TRUSTED** by each other.
- We know that by working **TOGETHER** we achieve better outcomes.
- We take personal responsibility, and together we **DELIVER** for our community.

This is **OUR WAY** to achieve results through our people and teams to make Glenorchy a better place every day.

KEY RESPONSIBILITIES:

RESPONSIBILITIES/TASKS	DUTIES
	<ul style="list-style-type: none">• Legal Research: Conduct legal research to support case preparation and advice to internal and external stakeholders. Support senior staff in court proceedings in lower courts where appropriate.• Document Drafting: Prepare first draft of legal documents, including contracts and agreements under supervision and direction• Client Interaction: Communicate with internal and external clients, gathering relevant information and providing updates.• Legal Assistance: Support senior lawyers as required; including preparing briefs, property law, conveyancing, responding to right to information request and settlement/insurance advice• Compliance and Due Diligence: Ensure compliance and conduct due diligence on Governance and Risk team activities, including delegations, document managements and integrity of relevant systems• Audit and Governance Support: Prepare agendas, minutes, follow up actions, report on risks and actions, draft advice and correspondence to parties as required• Reporting: Help with reviewing and updating Council's risk assurance framework and risk responses.• Legal and Governance Administration Support: Provide administration support, support development of business continuity and recovery plans.• Contracts and Agreements: provide legal advice in relation to the drafting, development and issuing of Council's contracts and agreements• Insurance: Participate in periodic insurance risk profiling exercises to assist with obtaining comprehensive insurance coverage that is value for money and provide advice and support to customers about Council processes• Property: Provide comments, recommend solutions and take appropriate action in relation to proposals that may impact or affect Council's property portfolio, or other business units.• Provide legal advice to various Departments in relation to development of new by-laws.
Team Work	<ul style="list-style-type: none">• Collaborate with council staff and pro-actively share knowledge help build and maintain other skills and capability• Perform activities in a manner that promotes cooperation and good relationships with the team members

	<ul style="list-style-type: none"> • Provide on the ground support to Operations and Maintenance teams to complete activities • Respect others and their viewpoints • Deliver quality and compliant products and advice that build trust and respect • Work together with team members and others to achieve outcomes in effective and timely manner • Take responsibility to delivery activities for our community
Organisational Responsibilities	<ul style="list-style-type: none"> • Promote a positive image of the Council while representing the council to internal and external clients • Identify and share new and continuous improvement opportunities in urban services • Maintain knowledge and expertise in the relevant field/s and keep abreast of best practice and developments in legislative requirements • Contribute to personal Performance Plan objectives and undertake appropriate professional development opportunities and training opportunities • Take responsibility for own work priorities to ensure accuracy, quality, value, and timeliness of work undertaken • Ensure all allocated works are completed to the required standard in a timely manner and within budget • Support a diverse and inclusive workplace that values the safety and wellbeing of children, young people, the community and employees.
<ul style="list-style-type: none"> • Safety and Compliance 	<ul style="list-style-type: none"> • Monitoring relevant legislation and judicial decisions that may impact on Council's functions and activity and provide recommendations to meet compliance requirements • Assist with monitoring and rectifying compliance with legislation, Codes and Council policies and directives; • Undertake the activities in accordance with GCC's practices, procedures, and relevant legislation. • Monitor and report on compliance with relevant Acts, Regulations and standards to meet legal and certification requirements and report non-conformances and provide and implement recommendations as required • Complete and maintain all certificates, compliance training and other certification as required

This role may be required reasonable after-hours activities and overtime when required by business needs.

Employees may be required to undertake additional duties within the limits of their skill, competence and training, consistent with their classification level, in any area of Council, as directed.

SPECIALIST DELEGATIONS:

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KEY SELECTION CRITERIA:

1. Legal qualifications able to be admitted to practice as a Lawyer in Australia.
2. Excellent analytical, drafting and communication (verbal and written) skills, with superior attention to detail.
3. Excellent typing skills and proficiency in MS Office (Word, Excel, Outlook).
4. Willingness to learn and ability to take initiative in its own work.
5. Strong data management, analytical, interpersonal and organisational skills.
6. A team player who enjoys working in a close-knit office environment.

AUTHORISATION:

I hereby agree that this position description accurately reflects the work requirements.

Manager Name:			
Manager Signature:		Date:	
Director Name:			
Director Signature:		Date:	

I have read and agree to abide by the requirements of this position description.

Employee Name:			
Employee Signature:		Date:	