

# POSITION DESCRIPTION

<b>Position Title:</b>	Senior Legal Counsel	<b>Directorate:</b>	Corporate Services
<b>Position Number:</b>	100222	<b>Department:</b>	Governance & Risk
<b>Employment Status:</b>	Full-Time	<b>Section:</b>	Governance
<b>Employment Type:</b>	Permanent	<b>Location:</b>	Chambers
<b>Classification:</b>	Schedule A, Salary Point 19		
<b>Reports to:</b>	Manager Governance & Risk		

## PRIMARY PURPOSE:

The primary function of this role is to provide comprehensive in-house legal counsel services to Council, including supervising the Legal Officer. As the chief in-house legal practitioner, it is vital for the incumbent to develop strong business partnerships and have a strong service delivery ethos, to ensure the smooth running of Council's legal operations.

## ORGANISATIONAL REPORTING RELATIONSHIPS:

### 1. Internal:

- The **Senior Legal Counsel** reports to the **Manager Governance and Risk** for all operational and management matters.
- The role is a key contributor to the Governance & Risk Team and will liaise with all employees of Council.
- The Senior Legal Counsel primarily deals with complex legal issues arising within Council

### 2. External:

- The role will liaise with external stakeholders such as legal firms, State and Federal Government departments, other local government authorities, 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
Provision of Legal Advice to Council	<ul style="list-style-type: none"><li>• Provide legal advice and other services to Council ensuring compliance with all relevant legislation associated with the operation of Council business.</li><li>• monitoring proposed and gazetted State and Federal legislation (as relevant) and judicial decisions that may impact on Council's functions and activity.</li><li>• Ensure Council staff are made aware of relevant new or amended legislation.</li><li>• Promptly attend to matters raised and advice sought by Directorates, undertake research and provide advice as required.</li><li>• Coordinate Council's legal activities with the external legal panel as required.</li><li>• Review and provide legal advice in relation to the drafting, development and issuing of Council's contracts, where necessary negotiating with the other party involved or their lawyer, and subsequently giving advice on interpretation and management of the contract.</li><li>• Provide legal advice and services in relation to the preparation or review of agreements, software licences and miscellaneous legal documents ensuring these comply with all legal requirements.</li><li>• Manage precedents for Council legal documents to ensure rapid and efficient production.</li><li>• Undertake necessary legal, market and other research to protect Council interests, as required.</li><li>• 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.</li><li>• Advise and provide legal advice to the various Departments in relation to the review of Council's by-laws and development of new by-laws.</li><li>• Represent Council in court proceedings where appropriate in Magistrates and Supreme Courts, preparing and submitting all documents and if necessary brief external barristers.</li><li>• Mentor Council's legal staff.</li><li>• Advise the executive on matters of importance to Council business.</li></ul>
Insurance Functions	<ul style="list-style-type: none"><li>• Advise on Council's Insurance portfolio and administration of insurance related claims.</li></ul>
Other Governance Functions	<ul style="list-style-type: none"><li>• Review and analyse policies and directives.</li><li>• Review Council's Delegations, Gifts and Benefits, Declarations of Interest Registers.</li><li>• Oversee the collation of responses to the Tasmanian Ombudsman.</li><li>• Other governance and risk duties as requested by the Manager Governance &amp; Risk from time to time.</li></ul>

<b>Workplace Health and Safety</b>	<ul style="list-style-type: none"> <li>• Promote WH&amp;S within Council and develop safer and healthier ways of working.</li> <li>• Assist ELT, Managers, Coordinators and Staff in understanding and complying with WH&amp;S legislation and standards.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• Promote the positive image of Council as a whole.</li> <li>• Ensure that a high standard of customer service is maintained to both internal and external customers.</li> <li>• Engage, listen to and act where appropriate on feedback from our customers.</li> <li>• Implement, evaluate and continuously improve quality systems and processes for the section.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Assist in the achievement of agreed outcomes consistent with department business plans and budgets.</li> <li>• Perform any other duties as directed.</li> </ul>
<b>Organisational Responsibilities</b>	<ul style="list-style-type: none"> <li>• Support and adhere to Council’s policies and procedures, code of conduct and relevant acts.</li> <li>• Participate in Council’s Coordinators’ meetings.</li> <li>• The incumbent is required to commit to use Council’s electronic content management (ECM) system to retain records and documents relating to Council business as part of their employment.</li> </ul>

This role may require 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:**

- As per delegation registers

**LICENSES/ACCREDITATIONS/QUALIFICATIONS – ESSENTIAL:**

- Entitled to a Tasmanian Practising Certificate or deemed practising certificate.

**KEY SELECTION CRITERIA:**

1. A bachelor’s degree qualification in Law (B LLB or similar) underpinned with a Graduate Diploma in Legal Practice. Admitted to practice law in Tasmania or in other State essential, entitled to a Tasmanian Practising Certificate and membership of the Tasmanian Law Society.
2. Demonstrated experience in a legal practice, in-house counsel, government lawyer or similar role with a approximately 5 years in the provision of complex or high level local government, commercial, corporate, administrative law or property legal advice.
3. Experience in working harmoniously within an effective team working over a broad range of legal and governance issues. Ability to supervise a junior legal officer.
4. Experience and knowledge in the provision of commercial and corporate legal and property services, contract advice, preparation and management.
5. Proven ability to interpret complex statutes, Regulations, By-Laws and court decisions and undertake legal research including use of case databases in relation to Council matters.

- 6. Proven ability to advise on and/or prepare contracts relating to Council business, including ability to negotiate with the other party or that party's legal advisers.
- 7. Highly developed communication skills with the proven ability to relate to people at all levels and to influence where appropriate.

**AUTHORISATION:**

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

<b>Manager Name:</b>	Michael Jacques		
<b>Manager Signature:</b>		<b>Date:</b>	
<b>Director Name:</b>			
<b>Director Signature:</b>		<b>Date:</b>	

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

<b>Employee Name:</b>			
<b>Employee Signature:</b>		<b>Date:</b>	

