

# Job Description

21 November 24



## Legal Counsel

Reports to: Senior Legal Counsel

Direct reports to this position: N/A

### SBS Values, Vision and Purpose

*The Legal Counsel is responsible for undertaking their work in a way that reflects SBS's Charter, Vision and Values and complies with relevant SBS policies, procedures and practices. At SBS, we expect you to be audience obsessed, be bold and brave, embrace difference, participate fully and ensure that we look out for one another. We are all working together to fulfil SBS's purpose and create a more cohesive society.*

### Division Purpose – Legal

*The Legal Division is an award-winning, high performing and engaged cross-disciplinary team of lawyers, rights experts, archivists and information governance specialists. Our purpose is to provide proactive, enabling advice and support to manage risk and contribute to SBS to achieving its goals.*

### Role Purpose

*The purpose of this role is to provide legal advice, support and leadership in relation to industrial relations and employment matters to all SBS divisions. This specialist legal role will share responsibility for industrial relations and employment with another Legal Counsel (Employment) within a centralised legal team.*

### Key attributes

*This role would suit a lawyer with an enabling and collaborative approach to the provision of legal advice, someone who is curious about the world around them, has a passion for and is a consumer of media, and capacity to learn and share knowledge. Wellbeing and inclusivity are valued highly within*



the team.

## Main Responsibilities

### Main tasks of the role

#### Legal advice – Employment

- **Advice and case management:** Provide proactive and enabling legal advice and case management on a wide range of employment and industrial relations matters, working closely with the People & Culture team and SBS divisions as necessary, including but not limited to:
  - Grievance and dispute resolution procedures.
  - Engagement of contractors and employees.
  - Compliance with applicable employment obligations, including under the SBS Enterprise Agreement.
  - Work Health and Safety obligations, including return to work arrangements.
  - Identifying and advising on risks relating to employment matters.
  - Disciplinary action up to and including termination.
  - Restructures and other organisational change projects.
- **Strategy and framework:**
  - Contribute and support the development and continuous improvement of the SBS employment law strategy and framework to support the People & Culture team and SBS more broadly.
  - Provide legal and strategic support in relation to the development and maintenance of SBS employment frameworks.
- **Litigation management:**
  - Manage and advise on matters requiring engagement with the Fair Work Commission, industrial tribunals and courts, including preparing submissions and appearing on behalf of SBS.
  - Brief and work with external lawyers and barristers, and independent workplace investigators where necessary
- **SBS Enterprise Agreement**
  - Provide support and advice on the development of strategy, negotiation and implementation of the SBS Enterprise Agreement that meets business needs and ensures compliance with legislative obligations
- **SBS workplace policies and employment documentation**
  - Proactively draft, update and maintain workplace policies and employment documentation to ensure they are legally compliant and fit for business needs



- **Building capability**
  - Develop and provide legal training and resources for SBS teams on employment matters, including contributing to building employment law knowledge within the People & Culture and Legal teams.
  - Monitor the external landscape for developments in legislation, case law and industry trends for the purpose of:
    - sharing knowledge with the People & Culture and Legal teams; and
    - ensuring SBS considers best practice and is compliant with changes in law.

## **Minimum Requirements of the role**

### **Criteria 1 - SBS Charter, Purpose & values**

The successful candidate will need to demonstrate an awareness and connection to the SBS Purpose and alignment with values. They will have an understanding of the SBS Charter and the role that SBS plays in the Australian media landscape.

### **Criteria 2 – Legal experience**

- Tertiary qualifications in law and admitted to practice as a solicitor in NSW.
- 5+ years post qualification experience.
- Strong experience and knowledge of employment law, industrial relations and procedure within an in-house environment. Work, health and safety expertise is highly valued.
- An understanding of employment issues facing the media industry.
- General commercial law experience, including drafting and negotiating contracts desirable.
- Experience with media, privacy, data legal issues also welcome but not essential.

### **Criteria 3 – Stakeholder Management**

The successful candidate will need to demonstrate their ability to influence and manage stakeholders at all levels, being bold and brave when needed whilst being flexible and highly collaborative. They will need to demonstrate their ability to communicate effectively.

### **Criteria 4 – Time Management**

The successful candidate will need to demonstrate their ability to meet deadlines and manage conflicting priorities.

### ***Key relationships with other roles and external stakeholders***

- Director of People & Culture



- People & Culture Business Partners

<b>Key Capability</b>		
<b>Capability</b>	<b>Level</b>	<b>Behaviour</b>
Adaptability and Flexibility	Self	<ul style="list-style-type: none"><li>• Smoothly handles multiple demands and shifting priorities</li><li>• Deals with interruptions positively</li><li>• Modifies approach to suit different people</li><li>• Is open to different points of view</li><li>• Copes with organisational change positively</li><li>• Deals with a minimal degree of ambiguity in own role</li></ul>
Communication	Self	<ul style="list-style-type: none"><li>• Uses appropriate grammar</li><li>• Uses appropriate vocabulary</li><li>• Uses a suitable tone</li><li>• Speaks at a suitable pace</li><li>• Speaks clearly using minimal language</li><li>• Changes language to suit audience</li><li>• Provides full responses to questions</li><li>• Provides accurate responses to questions</li></ul>
<u>Customer Focus</u>	Self	<ul style="list-style-type: none"><li>• Follows through on customer/client inquiries, requests or complaints</li><li>• Distributes useful and up to date information to the customer/client</li><li>• Determines the needs of the customer/client through probing and listening</li><li>• Provides friendly, helpful service to the customer/client</li><li>• Makes sure there is a clear understanding of the customer/client's needs</li><li>• Offers appropriate solutions to the customer/client</li><li>• Prioritises work goals that impact the customer/client directly</li><li>• Diffuses customer/client problems</li></ul>
<u>Influence &amp; Persuasion</u>	Self	<ul style="list-style-type: none"><li>• Uses reason, data, facts and figures to express ideas and opinions</li><li>• Provides well-reasoned arguments</li><li>• Presents features and benefits of an idea, plan, product or service</li><li>• Is persuasive when required</li><li>• Identifies points of agreement and/or disagreement</li><li>• Clarifies understanding &amp; seeks commitment</li><li>• States own point of view whilst acknowledging &amp; respecting the views of others</li></ul>



<u>Planning &amp; organising</u>	Self	<ul style="list-style-type: none"><li>• Plans and prioritises own tasks and activities</li><li>• Establishes short-term and medium-term plans</li><li>• Organises resources and activities to meet short-term plans</li><li>• Recognises the need for deadlines</li><li>• Meets established deadlines</li></ul>
<u>Relationship Building</u>	Self	<ul style="list-style-type: none"><li>• Establishes a connection with others</li><li>• Builds friendly, warm relationships that are mutually beneficial</li><li>• Maintains ongoing relationships that are mutually beneficial</li><li>• Shares relevant information with others</li><li>• Recognises the value of building and maintaining relationships</li><li>• Helps others achieve common goals</li><li>• Openly communicates with others</li></ul>

## Workplace Health & Safety

In relation to Work Health & Safety, in addition to specific WH&S advisory requirements of this role, you must comply with your safety responsibilities as detailed in relevant Acts, Regulations, Standards, Codes of Practice and the SBS Safety Management System (SMS)

All workers are required to:

- Take reasonable care for own safety and safety of others
- Cooperate with policies and procedures and directions from management with regards to health and safety
- Where hazards are identified, report them to line manager and take corrective action where able
- Report all work related incidents to line manager within 24 hours of occurrence
- Ensure workers, visitors and clients are :
  - made aware of their WH&S responsibilities
  - have received adequate safety induction and other WH&S information, instruction and training to enable them to conduct their work safely
  - follow safe work practices