



POSITION DESCRIPTION – General Staff

Position Title: Lawyer Level: 6/7
 Faculty/Division: Financial Services Department/Location: Legal Services Unit

Primary purpose of the position:

The primary purpose of this role is to assist Director Legal Services and the Legal Services Unit in the provision of professional legal advice to progress the University's strategic activities. This also includes providing independent legal advice to the University's subsidiaries with the approval of University Senior Executive and provided no conflict of interest with the University's business and activities exists.

Position Environment:

The Legal Services Unit ensures the provision of:-

- high quality professional legal services to University stakeholders as required;
- risk assessment services for the University's commercial activities; and
- administrative law services such as the handling of information access and privacy matters.

The Lawyer is expected to contribute to the delivery of professional legal services by the Legal Services Unit.

Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Percentage of Time	Office Use Only
1.	Providing efficient and high quality legal advice to support the University's activities for all matters allocated to the Lawyer by the Director Legal Services, including all contracts, commercial arrangements, and risk analysis.	<ul style="list-style-type: none"> Stakeholders receive timely, relevant and pragmatic advice; Commercial benefits and legal position of University are maximised; Contracts are reviewed to ensure the University's position is protected as far as possible. University's legal position and risk exposure is understood by authorised delegates. 	90%	
2.	If required, assist Director Legal Services and Legal Services staff in ensuring compliance with the University's statutory obligations for privacy and access to information, and legal obligations regarding warrants, subpoena and requests for information.	<ul style="list-style-type: none"> Access to information and privacy applications processed within required timeframes; Subpoena, warrants and requests for information processed within required timeframes; Internal advice provided on privacy, GIPA and subpoena issues as required; Ongoing privacy training provided to UOW staff on a needs basis. 	<5%	

Responsibilities		Outcome	Percentage of Time	Office Use Only
3.	Other Duties as Required: <ul style="list-style-type: none"> Assist and support the Director Legal Services and other members of the Legal Services team. Perform other duties as requested that are within the range of skills normally employed by an officer of this classification. 	Assistance provided as requested.	5%	
4.	Management of key stakeholders	<ul style="list-style-type: none"> Open communication is maintained with internal clients on the management of their legal requests; Timely, professional advice is provided to stakeholders; Relevant University policies are proactively promoted; 	<5%	
5.	Ensure compliance with the University's Guidelines for Commercial Activities.	<ul style="list-style-type: none"> Commercial activities subject to appropriate legal review and risk assessment before proceeding. 	<5%	
6.	Assist in the management of the University's intellectual property portfolio.	<ul style="list-style-type: none"> Advice provided on the models for ownership of intellectual property and protection of UOW IP rights. 	<5%	
7.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	Ongoing	
8.	OH&S responsibilities, accountabilities and authorities as outlined in the OH&S Roles & Responsibilities Document	To ensure a safe working environment for self & others.	Ongoing	

Reporting Relationships:

Position Reports to:	Director, Legal Services Unit
The position supervises:	No other staff.
Other Key Contacts:	<p>Within the University: Officers of the University including senior staff Innovation and Commercial Research Unit Commercialisation Managers Research Services Unit Research Student Centre University academic and general staff clients University Subsidiaries on a needs basis</p> <p>External to University: External parties involve in a legal matter including lawyers; University appointed legal firms for specialist advice</p>

Key Relationships:

Contact/Organisation:

LSU staff including Director Legal Services
Senior University officers such as Directors
Commercialisation Managers
Innovation and Commercial Research Unit
Other internal clients or stakeholders
External parties including ARC, Commonwealth and state
government funding agencies etc.

Purpose & Frequency of contact

Usually daily
As required on case by case basis
As required on case by case basis
As required on case by case basis
As required on case by case basis
As required on case by case basis

Key Challenges:

1. Prioritisation of work and managing client expectations;
2. Coping with a large work load without compromising efficiency, quality of advice or legal professional obligations;
3. Keeping up to date with administrative tasks such as file management.

Selection Criteria – Knowledge & Skills

Essential Knowledge

- Sound knowledge of one or more of the following areas of law:
 - Corporate/commercial;
 - Contracts;
 - Intellectual property; or
 - Public sector/administrative law

Preferred Knowledge:

- Knowledge of contract law and intellectual property law;
- Knowledge of the higher education environment and associated legal issues;

Essential Skills:

- high level conceptual, analytical and problem solving skills;
- the ability to develop and deliver pragmatic legal solutions;
- the ability to provide timely and concise legal advice;
- excellent verbal and written communication skills, including strong drafting skills;
- strong negotiation skills;
- strong legal research skills;
- excellent and consistent attention to detail;
- strong organisational, file management and time management skills;
- ability to deliver effective advice and training to internal clients on legal issues including privacy.

Selection Criteria – Education & Experience

Essential Education

- LLB degree with strong academic results;
- Post graduate diploma in legal practice or equivalent;
- Admission to the Supreme Court of NSW;
- Eligibility to hold or the holding of a current Practising Certificate with Law Society NSW; and

Preferred Education

- Current practising certificate with Law Society of NSW;

Essential Experience

- Post admission experience in a relevant field of law (as outlined in Selection Criteria - Knowledge & Skills)

Preferred Experience

- A minimum of one year of post admission experience; and
- Demonstrated experience delivering customer service in a legal context;
- Experience working in private practice, preferably with a large law firm or in house.

Personal Attributes

- Highly motivated and results driven;
- Positive interpersonal skills including emotional intelligence;
- Ability to work efficiently, professionally and cooperatively in a small team;
- Ability to cope with stressful environment;
- Responsiveness to change; and
- Ability to use initiative.

Special Job Requirements:

Nil

Approval:

Approved by Head of Unit: _____

Date: _____

Approved by Personnel: _____

Date: _____