

Corporate Counsel Position Description

Context

Manager	General Counsel
Division	CEO & Legal
Location	Melbourne
Tenure	Fixed Term (8 months)
Career Level	Career Level 5

Primary Objectives

Organisational	<p>VicForests is a Victorian State-owned business responsible for the sustainable harvest, regeneration and commercial sale of timber from Victoria's public forests on behalf of the Victorian Government.</p> <p>We undertake all of our operations in a safe, efficient and sustainable manner, keeping our staff, the community and the environment in mind in all we do.</p> <p>We are an active member of the communities in which we operate and we are committed to giving stakeholders the opportunity to have input into our forestry practices.</p>
Role	<p>The Corporate Counsel is responsible for a range of functions within the Legal department such as contract generation, providing legal advice to the organisation, litigation management, freedom of information, privacy and review of VicForests legal compliance, policies and systems.</p> <p>Flexibility and the ability to apply legal technical expertise to the operations of the business are key requirements for the role.</p>

VicForests Values

SAFE	We aim for zero harm in all that we do
SUSTAINABLE	We respect and care for our environment and the communities in which we operate
PROFESSIONAL	We operate in an ethical, efficient and accountable manner
CUSTOMER FOCUSED	We are responsible in our commercial dealings
RESPECT	We treat others in a manner that we would like to be treated

Key Result Areas

The KRAs are the major outputs for which the position is responsible for and are not a comprehensive statement of the position activities. You may, however, be required to undertake other duties and responsibilities from time to time, in addition to or as variations of the duties and responsibilities of the position.

- Prepare and/or review contracts and tender documents relating to timber sales, harvest and haulage operations, commercial operations, consultancies, sponsorship and procurement, business development,
- Redraft the business' key template contracts for timber sales and harvest and haulage operations – a significant transformative process for the business intended to be implemented by end of 2019
- Supervise the Paralegal by checking the drafting of standard form contracts as required
- Provide ongoing legal advice and support to all divisions within VicForests on a diverse range of business issues as required
- Consider, assess and respond to Freedom of Information (FOI) requests promptly and efficiently in accordance with law, managing relationships with stakeholders and manage any reviews of FOI decisions
- Advise in relation to enforcement of contracts including the preparation of breach notices and assisting responsible contract managers to negotiate an appropriate resolution including suspension, termination and/or compensation
- Manage the development and implementation of a business wide Contract Management System
- Support the General Counsel in managing litigation, investigations and dispute resolution matters as required including the management of external legal providers
- Develop and review, and provide advice and training on, VicForests policies and procedures, in order to assist other parts of the business to meet their obligations under legislation and at law
- Oversee the maintenance and review of VicForests Compliance, Legal, Disputes and FOI Registers by the Paralegal
- Assist, where required, in relation to governance and reporting, including preparing regularly monthly reports to the Executive and Senior Management Teams and Board on a broad range of transactional and legal issues
- Participate, where required, in strategic business planning, legal division planning and budgeting processes
- Take responsibility for performing the role in accordance with all relevant system requirements
- Identify and communicate key legal risks and ensure risk management processes are followed Perform duties in a manner that ensures the health and safety of yourself and others, including ensuring that all incidents and hazards are reported in a timely manner
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Selection Criteria - Core Capabilities

Qualifications	Essential / Desirable
Degree in Law	Essential
Current legal practising certificate	Essential
Current Victorian Drivers Licence with ability to travel	Essential

Experience	Competencies acquired through experience
Contract law and law (more broadly)	<p>Proven experience in drafting contracts, providing practical legal advice and undertaking complex legal research and analysis.</p> <p>Proven experience in providing legal advice to clients on a range of commercial issues.</p>
Privacy	Proven experience in privacy law
Freedom of Information	Expertise in FOI matters or demonstrated ability to gain the necessary expertise quickly.
Research and Analytical Skills	<p>Demonstrate high level research and analytical skills.</p> <p>Ability to deal with (often ambiguous) concepts and complexity comfortably and develop innovative solutions based on sound legal and business judgment.</p>
Regulatory experience	Experience or demonstrated ability to develop the necessary expertise to navigate and advise in a complex regulatory environment
Communication Skills	<p>Ability to develop strong and positive working relationship with all levels of the business.</p> <p>Experience in communicating effectively with senior managers, internal and external stakeholders.</p>
Computer Skills	Advanced working knowledge of Microsoft Word and Outlook and comfortable working knowledge of PowerPoint and Excel.

Attributes	Behaviours
Presentation Skills	<ul style="list-style-type: none"> ▪ Quickly makes a positive impression on others and comes across with credibility ▪ Communicates orally in a manner which is clear, fluent and holds the audience's attention ▪ Prepares and delivers logical, sequential and succinct presentations ▪ Deals well with difficult and sensitive topics and questions
Interpersonal skills	<ul style="list-style-type: none"> ▪ Detects the underlying concerns, interests or emotions that lie behind what is being said and done ▪ Presents as genuine and sincere when dealing with others ▪ Projects an objective view of another's position ▪ Uses understanding of individuals to get the best outcomes for the person and organisation

Service Excellence	<ul style="list-style-type: none"> ▪ Identifies and responds to clients' underlying needs ▪ Uses understanding of the client or stakeholder's organisational context to tailor services and ensure a high quality response ▪ Looks beyond the obvious to provide outstanding levels of service ▪ Constructively deals with service issues that arise in a timely manner ▪ Effectively manages risks to service delivery ▪ An enthusiasm and drive for delivering results
Organisational Skills	<ul style="list-style-type: none"> ▪ Excellent organisational skills; the ability to manage multiple and competing priorities
Policy Skills	<ul style="list-style-type: none"> ▪ Formulates and communicates public policy options and recommendations ▪ Keeps up-to-date with a broad range of contemporary issues ▪ Scans for links and potential implications of proposed policy options ▪ Liaises with stakeholders
Integrity	<ul style="list-style-type: none"> ▪ Committed to the public interest ▪ Operates in a manner that is consistent with the organisation's code of conduct ▪ Inspires trust by treating all individuals fairly
Influence and Negotiation	<ul style="list-style-type: none"> ▪ Gains agreement to proposals and ideas ▪ Builds behind-the-scenes support for ideas to ensure buy-in and ownership ▪ Uses chains of indirect influence to achieve outcomes (e.g. 'Gets A to show B so B will tell C') ▪ Involves experts or other third parties to strengthen a case
Confidentiality	<ul style="list-style-type: none"> ▪ Committed to keep confidences and work confidentially with sensitive information

Further Information

Long periods of sedentary desk/computer duties may be required as part of this role.

You may be required to work independently, with minimal supervision.

Some long distance travel (driving) and overnight stays may be required in country locations.

External applicants will be subject to a probation period of 3 months.

All applicants must have the right to work in Australia, supporting evidence may be requested.

Please note that in accordance with VicForests onboarding processes, new employees will need to provide information of their motor vehicle driving & insurance history and disclose any medical conditions or pre-existing injuries that can affect job and driving performance.

In addition, if this role requires a Financial Delegation or regular access to confidential information, a Police Background check will be required.

For further information about this role, please contact HR on 9608 9520 or vf.careers@vicforests.com.au

To be completed on offer / acceptance of a role:

I accept the Position Description as stated and that the Position Description may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Name: _____

Position Location: _____

Signature: _____

Date: _____