



Position Description –Legal Counsel

Position Details

Position Title:	Legal Counsel
College/Portfolio:	Operations
School/Group:	Legal Services
Campus Location:	Based at the Melbourne campus, however may be required to work and/or be based at other campuses of the University.
Classification:	HEW 9
Employment Type:	Continuing
Time Fraction:	1.0

RMIT University

RMIT is a multi-sector university of technology, design and enterprise. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our three main campuses in Melbourne are located in the heart of the City, Brunswick, Bundoora and Point Cook, along with other Victorian locations. There are also two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

Why work at RMIT University

Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.

<https://www.rmit.edu.au/careers>

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.

<https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings>

College/Portfolio/Group

The Legal Services Group is responsible for the full range of legal services to all areas of the University. The Legal Services Group is committed to:

- Providing high quality legal services that are aligned with, and responsive to, the commercial needs of RMIT;
- A high level of customer service which means getting to know the different areas of businesses we service and tailoring advice to meet their needs;
- Assisting RMIT to achieve its strategic objectives by working collaboratively with our University colleagues;
- Developing and maintaining relationships with subject matter experts within and outside of RMIT to ensure appropriate additional expertise is available when required.

Position Summary

The Legal Counsel in the Legal Services Group is a service-focused, first point of contact for users of legal services within RMIT and supports the Director, Legal Services and Associate Director, Property and General Advisory in the Legal Services Group to deliver high quality legal advice to clients within RMIT in a timely and customer-focused manner.

Reporting Line

Reports to: Associate Director, Property and General Advisory

Direct reports: None

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including in relation to equal opportunity, occupational health and safety, privacy and trade practices. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

RMIT is committed to providing a safe environment for children and young people in our community.

Read about our commitment and child safe practices: <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up-to-date.

Key Accountabilities

- Provide a service-focused, proactive point of contact for internal clients and external parties including across the Property and General Advisory portfolio, as well as RMIT's controlled entities and other portfolios as may be required (**Supported Portfolios**).
- Provide legal and strategic advice and support to the Supported Portfolios and in the negotiation, drafting and development of agreements, policies, processes, tender documents and all related legal documents required by the Supported Portfolios.
- Develop and maintain a productive and positive working relationship with key portfolio stakeholders and their teams.
- Develop and deliver business-focused training programs to the Supported Portfolios on relevant and contemporary legal subjects including as required by the Director, Legal Services and Associate Director, Property and General Advisory.
- Maintain and enhance a suite of template documents for use within and by the Supported Portfolios.
- Manage the use of external legal advice as required by the Director, Legal Services or Associate Director, Property and General Advisory.
- Create regular updates relating to legal matters relevant to the Supported Portfolios for publication through Legal Services Group communication channels.
- Comply with all RMIT policies and procedures.

Key Selection Criteria

1. Substantial experience working as a lawyer in the area of general commercial law and contracting. In-house or private practice experience in the higher education sector is highly desirable.
2. Experience advising on regulatory issues, and problem solving in a legal and business context.
3. Demonstrated experience working collaboratively with multiple stakeholders from a range of experience levels.
4. Demonstrated experience in delivering business-relevant and timely legal advice through quality engagement with stakeholders.
5. Proven ability to operate with a high level of confidentiality in a diplomatic manner with the ability to lead and influence others.
6. Excellent interpersonal and time management skills.
7. Demonstrated ability to work autonomously within a fast-moving team environment.
8. Positive, can-do attitude.

Qualifications

Mandatory: Holds a current practising certificate as an Australian lawyer under the *Legal Profession Uniform Law*.

Note: Appointment to this position is subject to passing a Working with Children Check and other checks as required by the specific role. Maintaining a valid Working with Children Check is a condition of employment at RMIT.

Endorsed:	Signature: Name: Title: Date:	Approved:	Signature: Name: Title: Date:
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