

## POSITION DESCRIPTION – Professional Services Staff

Position Title: Senior Manager Legal Services Level: 10  
 Faculty/Division: Governance and Legal Division Department/Location: Legal Services Unit

### Primary purpose of the position:

The Senior Manager Legal Services leads and manages the Legal Services Unit, is responsible for the Unit's delivery of legal services, and is expected to contribute strongly to the development and maintenance of professional and service standards.

### Position Environment:

The Legal Services Unit provides the University with professional, legal and risk assessment services for all university commercial arrangements, compliance with GIPA and privacy legislation, and independent professional legal advice in accordance with professional obligations to progress the University's strategic activities. This may include providing independent legal advice to the University's subsidiaries with the approval of University Senior Executive and provided no conflict of interest exists with the University's business and core activities.

### Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Percentage of Time	Office Use Only
1.	Lead the Legal Services Unit and its staff to meet the University's legal requirements.	Management of administrative tasks arising regarding the Unit, including: <ul style="list-style-type: none"> <li>▪ Delivery of all required administrative reports in the timeframes required;</li> <li>▪ Management of the Unit's budget;</li> <li>▪ Management of the professional and administrative members of the Unit including conducting regular meetings, management of leave, professional development, performance planning and management, quality assurance etc;</li> <li>▪ Managing the administrative requirements inherent in the high demand high volume environment, including effective triaging and allocation of legal matters within the Unit and ensuring accountability of legal staff for progression of matters.</li> <li>▪ Yearly planning of Unit activities;</li> <li>▪ Implementation of relevant systems, policies and practices;</li> <li>▪ Participation in relevant meetings, forums and committees;</li> <li>▪ Liaising with the Director Governance and Legal Division and other senior staff as needed, including regular meetings with the Director Governance and Legal Division.</li> </ul>	25%	

Responsibilities		Outcome	Percentage of Time	Office Use Only
2.	Provision of independent legal advice in relation to all commercial arrangements and transactions, including risk analysis and management, and supervision of Unit lawyers doing the same.	<ul style="list-style-type: none"> <li>▪ University's legal position and exposure to risk is explained and understood by authorised delegates;</li> <li>▪ Legal strategies and recommendations are provided for the University's strategic activities;</li> <li>▪ Legal position and commercial benefits of University are maximised where possible;</li> <li>▪ University intellectual property rights are clearly identified and effectively managed;</li> <li>▪ Legal services are provided as approved and required for related entities;</li> <li>▪ Supplier contracts and other agreements are reviewed to ensure the University's position is protected as far as possible.</li> </ul>	40%	
3.	Ensure compliance with the University's statutory obligations for privacy and GIPA, and legal obligations regarding warrants, subpoena and requests for information.	<p>Supervision of the Information Compliance Officer's:</p> <ul style="list-style-type: none"> <li>▪ Management of compliance with GIPA, Commonwealth or other state's FOI, and privacy obligations;</li> <li>▪ Management of the University's response to requests for University information including subpoena, summons, warrants and informal requests for information;</li> <li>▪ Provision of advice internally on privacy, GIPA and access to information issues;</li> <li>▪ Provision of ongoing privacy training to UOW staff.</li> </ul>	10%	
4.	Ensure compliance with the University's Guidelines for Commercial Activities.	<ul style="list-style-type: none"> <li>▪ All commercial activities referred to the Unit are subject to appropriate legal review and risk assessment before proceeding.</li> </ul>	5%	
5.	Assist in the management of the University's intellectual property portfolio.	<p>The Unit:</p> <ul style="list-style-type: none"> <li>▪ Assists in the resolution of disputes relating to intellectual property;</li> <li>▪ Provides appropriate legal advice when required on models for ownership of intellectual property;</li> </ul>	5%	
6.	Assist in the management of key stakeholders	<p>The Unit:</p> <ul style="list-style-type: none"> <li>▪ Develops positive relationships with internal clients;</li> <li>▪ Facilitates training and seminars to increase awareness of University policies for GIPA and Privacy and other legal issues as required;</li> <li>▪ Provides timely, professional legal advice.</li> </ul>	5%	
7.	Provide strategic advice to University on key issues	<ul style="list-style-type: none"> <li>▪ Support the Director Governance and Legal Division in providing advice and input into key University issues as requested from time to time by the University Senior Executive or delegates</li> </ul>	10%	
8.	<p><b>Other Duties –</b></p> <ul style="list-style-type: none"> <li>▪ Assist and support the Director Governance and Legal Division, Chief Administrative Officer and other Senior Executive;</li> </ul>	Assistance provided as requested.	Ongoing	

Responsibilities		Outcome	Percentage of Time	Office Use Only
	<ul style="list-style-type: none"> <li>Perform other duties as requested that are within the range of skills normally employed by an officer of this classification.</li> </ul>			
9.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	Ongoing	
10.	Have WH&S responsibilities, accountabilities and authorities as outlined in the <a href="#">OHS Roles and Responsibilities Document</a>	To ensure a safe working environment for self & others.	Ongoing	

### Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

### Reporting Relationships:

Position Reports to:	Director Governance and Legal Division
The position supervises the following positions:	Senior Lawyer Lawyers Information Compliance Officer
Other Key Contacts:	<b>Within the University:</b> Members of the Senior Executive Directors and Senior Managers Senior Manager, Innovation and Commercial Research Unit Commercialisation Managers Research Services Director Research Student Centre Executive Deans, Faculty Executive Managers Senior Academics involved in research

	Subsidiaries on a needs basis  <b>External to University:</b> External clients Other university lawyers Legal firms for specialist advice
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**Key Relationships:**

<b>Contact/Organisation:</b>	<b>Purpose &amp; Frequency of contact</b>
Meetings with Senior Executive and Executive Deans	as requested
Research & Innovation Division	Communication of issues and policy – as requested
Society of University Lawyers	Annual and quarterly regional conferences
Meeting with Director Governance and Legal Division	Communication of issues – fortnightly
Meetings with other teams in Governance and Legal Division	Communication of issues – as requested
Meetings with Innovation and Commercial Research	Communication of issues – two monthly
Other internal or approved subsidiary clients too varied to list	Instructions as required

**Key Challenges:**

1. Management of stakeholder expectations and service delivery;
2. Effective management of matters (team and own matters) in a high demand and high volume environment;
3. Negotiation to maximise the University’s commercial position;
4. Development of business processes and policies in response to changing circumstances.

**SELECTION CRITERIA - Knowledge & Skills:**

**Knowledge**

Essential:

- Strong technical legal knowledge in areas of legal practice relevant to the University’s activities;

Desirable:

- Knowledge of intellectual property law and commercial / contract law;
- Knowledge of the higher education provider sector and associated issues.

**Skills**

Essential:

- High level legal practice skills, including:
  - strong attention to detail;
  - demonstrated ability to provide concise and pragmatic advice within set timeframes;
  - strong time management and matter management skills; and
  - strong and demonstrable negotiation and dispute resolution skills.
- Strong commitment to the highest ethical and professional standards, including a high level of personal and professional integrity;

- Excellent verbal and written communication skills, including the demonstrated ability to effectively translate complex legal issues or concepts to non-lawyers;
- Demonstrated use of sound judgment skills.

Desirable:

- Strong ability to develop systems, policies and processes to mitigate potential risks;
- Commitment to quality and service;
- Demonstrated leadership, planning and organisational skills in the management and administration of legal services, including a demonstrated ability to cultivate and nurture successful internal and external relationships.

## **SELECTION CRITERIA - Education & Experience:**

### **Education:**

Essential:

- Legal qualifications recognised by the NSW Law Society;
- a current unrestricted practising certificate or ability to obtain one prior to commencing the position.

Desirable:

- Post graduate qualifications in business, management or law.

### **Experience:**

Essential:

- Extensive post admission experience in practising law in a field of practice relevant to the University's activities (whether private practice or in-house);
- Experience working at a senior level;
- Experience working successful and cooperatively in a team environment.

Desirable:

- In-house experience;
- Experience successfully managing professional staff including lawyers;
- University legal office experience.

## **Personal Attributes:**

- Positive interpersonal skills including high emotional intelligence;
- Ability to positively influence people at all levels of the organisation;
- Ability to cope with stressful environment;
- Willingness to give and receive feedback and constructive criticism;
- Responsive to change.

**Special Job Requirements:**

It may be necessary from time to time to engage in telephone conferences after hours to allow for different time zones for international matters.

**Organisational Chart:**

Please attach an up to date organisational chart to this position description.

**Approval:**

Approved by Supervisor \_\_\_\_\_

Date: \_\_\_\_\_

Approved by HR: \_\_\_\_\_

Date: \_\_\_\_\_