# Administrative Services – CSOF6

Role summary for potential applicants

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| Advertised Job Title**:** | Legal Counsel - Work Health & Safety & Employment |
| Reference Number**:** | 58259 |
| Classification**:** | CSOF6 |
| Salary Range: | AU $111Kto AU $130K plus up to 15.4% superannuation |
| Location**:** | Black Mountain ACT or Clayton VIC preferred (other major capital city locations may be considered) |
| Tenure: | Indefinite |
| Relocation assistance**:** | Will be provided to the successful candidate if required |
| Applications are open to: | Australian/New Zealand Citizens and Australian Permanent Residents only |
| Functional Area**:** | Administrative Services |
| % Client Focus - Internal: | 80% |
| % Client Focus - External: | 20% |
| Reports to the: | Senior Legal Counsel |
| Number of Direct Reports: | 0 |

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| **Role Overview:** |
| The Enterprise Legal team is part of the Governance function within CSIRO’s Operations Group and is responsible for providing strategic legal advice and assistance to CSIRO’s Executive, Business Units and Enterprise Support Services teams. The Enterprise Legal team provides legal advice across CSIRO in relation to work health and safety, workers’ compensation, employment and industrial relations, including in litigation and regulatory compliance matters. The team also provides legal advice on property and procurement, governance and administrative law (including FOI and privacy). The Legal Counsel will be part of this in-house legal team reporting into a Senior Legal Counsel and working closely with internal clients across CSIRO. |

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| **Duties and Key Result Areas:** |
| * Provide pragmatic legal advice of a high quality tailored to meet the requirements and circumstances of internal clients, primarily in the areas of work-health and safety and workers’ compensation but also employment law and industrial relations, and may be required to provide legal work in other legal areas relevant to the practice of the Enterprise Legal Team. * Exercise initiative and influence to build relationships with internal clients and position Enterprise Legal as a “trusted advisor” in CSIRO. * Develop an understanding of the business and science, strategic objectives, external stakeholders, political context and relevant industry players of CSIRO generally. * Contribute to the on-going legal education of internal clients. * Communicate effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation. * Work as an autonomous member of a regionally-dispersed team, taking appropriate personal responsibility for effective team performance. * Work collaboratively with colleagues within the Legal function, relevant Business Units and Enterprise Support Services and across CSIRO in order to reach objectives, leading staff and influencing other internal and external parties to achieve the goals of Enterprise Legal. * Generate improved solutions to complex problems and resolve complaints using creativity, reasoning and past experience. * Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals. * Other duties as directed. |

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| **Selection Criteria:** |
| *Under CSIRO policy only those who meet all essential criteria can be appointed*  ***Pre-Requisites:***   1. **Education/Qualifications:** A degree in law from an Australian tertiary institution or a comparable overseas qualification which is appropriate to the duties of the classification and a current Australian practising certificate (or entitlement to hold a practising certificate). 2. **Behaviours:** A history of professional and respectful behaviours and attitudes in a collaborative environment. 3. **Adaptability:** Demonstrated flexibility in thinking, and responding to organisational change by adapting strategies, goals and priorities. 4. **Problem Solving:** Proven ability to anticipate and manage problems in ambiguous situations, develop appropriate solutions based on thorough evaluation and interpretation, and defend the conclusions with reasoned arguments.   ***Essential Criteria:***   1. A minimum of 4 years post admission experience in the areas of work-health and safety and workers’ compensation. 2. Demonstrated experience working with minimal supervision in a government or commercial legal practice or as part of an in-house legal team. 3. Possess, or demonstrate the ability to quickly obtain, knowledge and experience in work-health and safety, workers compensation, employment law and industrial relations. 4. High level written and oral communication skills and the capacity to identify and influence critical stakeholders to gain support for new proposals/ideas. 5. The ability to work effectively in a team environment with the ability to work independently under minimal supervision. 6. Demonstrated ability in fostering and developing strong relationships with internal and external stakeholders. 7. A record of adherence to professional ethics and standards, with the ability to adapt to a changing environment.   **Desirable Criteria:**   1. Demonstrated post-admission experience in employment law and industrial relations.   **As Australia’s Innovation Catalyst, CSIRO has strategic actions underpinned by behaviours aligned to**:   * Excellent science * Inclusion, trust & respect * Health, safety & environment * Delivery on commitments.   **In your application and at interview you will need to demonstrate alignment with these behaviours.** |
| **Other Information:** |
| **How to Apply**  Please apply for this position online at <https://jobs.csiro.au/> and enter requisition number **58259**. Internal applicants please apply via ‘Jobs Central’ in SAP (click ‘Recruitment’)  Please load your CV (Maximum 2MB). You may also be required to respond to some screening questions.  If you experience difficulties applying online call 1300 984 220 for assistance. Outside Australian business hours please email: [csiro-careers@csiro.au](mailto:csiro-careers@csiro.au).  **Contact:** If after reading the selection documentation you require further information please contact:  **Fiona Johnstone** (General Counsel)via email: [Fiona.Johnstone@csiro.au](mailto:Fiona.Johnstone@csiro.au) or phone: **02 6246 5772 or Megan Fincher** (Senior Legal Counsel) via email: [Megan.Fincher@csiro.au](mailto:Megan.Fincher@csiro.au)or phone: **+61 3 9545 2226.**  *Please do not email your application directly to Ms Johnstone or Ms Fincher. Applications received via this method will not be considered.*  **About CSIRO**  Australia is founding its future on science and innovation. Its national science agency, the Commonwealth Scientific and Industrial Research Organisation (CSIRO) is a powerhouse of ideas, technologies and skills for building prosperity, growth, health and sustainability. It serves governments, industries, business and communities across the nation.  Find out more! [www.csiro.au](http://www.csiro.au).  We work flexibly at CSIRO, offering a range of options for how, when and where you work. Talk to us about how this role could be flexible for you.  Find out more! [CSIRO Balance](https://www.csiro.au/en/Careers/The-CSIRO-Experience/Balance) |