# General Management – CSOF7

Role summary for potential applicants

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| Advertised Job Title**:** | General Counsel |
| Reference Number**:** | 56546 |
| Classification**:** | CSOF7 |
| Salary Range: | $ Negotiable (Market Related Package) |
| Location**:** | Canberra, Sydney or Melbourne preferred |
| Tenure: | Indefinite OR  Specified Term of 3 years |
| Relocation assistance**:** | Will be provided to the successful candidate if required. |
| Applications are open to: | Australian Citizens Only  Australian Citizens and Permanent Residents Only   * All Candidates |
| Functional Area**:** | General Management |
| % Client Focus - Internal: | 70% |
| % Client Focus - External: | 30% |
| Reports to the: | Director, Governance |
| Number of Direct Reports: | 7 |

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| **Role Overview:** |
| The General Counsel is a member of the Governance function and is responsible for managing the Enterprise Legal Team. The General Counsel is responsible for providing corporate strategic advice on major issues for CSIRO which have a significant legal component and for overseeing the management of major litigation and dispute resolution matters including appropriate reports to the Board and senior management. This will include:   * corporate governance including probity, legal compliance, delegations and decision-making structures; * overseeing litigation and dispute management; * oversight of major commercial transactions including collaborations, joint ventures, equity transactions, formation of strategic partnerships and technology licensing; * keeping abreast of changes in the law and regulatory environment that affect CSIRO’s operations and communicating such changes to the Organisation and providing appropriate training; * managing a team of lawyers with responsibility for providing legal advice across a range of legal areas including employment law; work health and safety; property and procurement and dispute resolution; * engaging and managing external law firms; and * bringing a whole of organisation perspective to the management of legal risk.   From a legal perspective CSIRO’s presence in the public sector and interaction with the private sector presents a varied and challenging environment.  The role requires high-level oral and written communication skills; an ability to manage competing priorities; close attention to detail; the ability to adapt to and thrive in fast-paced and ambiguous environments; and the desire to participate in and maintain the strong collegiate culture of the Legal team. |

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| **Duties and Key Result Areas:** |
| The General Counsel is responsible for the management of the Enterprise Legal Team who support the organisation to manage worker's compensation claims, complex employment matters, property and procurement matters and IP and branding matters. Furthermore, the General Counsel is regularly called on to manage complex issues with reputational implications for the organisation.   * **Leadership:** Build and motivate high performing teams supporting organisational requirements and efficient and effective service delivery, accepting full responsibility for decisions made by own team - overcoming problems and setbacks in achieving team and individual goals. The function currently comprises eight professionally qualified, geographically dispersed lawyers, as well as a number of administrative staff. * **Management:** Manage the performance and development of the Enterprise Legal Team, including accountability for the ongoing enhancement of the team’s capability through a commitment to learning and development and effective knowledge transfer between the Enterprise Legal Team and the Commercial Legal Team. * **Client Focus:** Develop and maintain strong internal relationships across the organisation and influence and build networks with key internal and external stakeholders. Be seen as a trusted advisor who consistently delivers value to the organisation and supports CSIRO’s strategic objectives and is cognisant of CSIRO’s external stakeholders. Contribute to the on-going legal education of internal clients. * **Commitment:** A strong commitment to team-based processes and outcomes and execution of the role in a manner which focuses on gaining and giving respect, displaying a high level of integrity and professionalism and striving to focus on the management and resolution of complex organisational issues. * **Practice improvement:** Contribute to the continuous improvement of the practice of the CSIRO in-house Legal team by developing and implementing proposals to improve the legal service delivery model and staff work environment. * **Continuous development:** Keep informed of, and contribute to, knowledge management initiatives (e.g. precedent development, matter debriefs, lessons learned presentations, resources for lawyers, training materials and presentations) and promote the sharing of knowledge. * **Communicate:** Communicate clearly, effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation. * **Collaborate:** Work closely and collaboratively with colleagues across the organisation to achieve CSIRO’s goal of enhancing collaboration. * **Values:** Adhere to the spirit and practice of CSIRO’s Values, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals. * **Other**: Other duties as directed. |
| **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.   A current Australian jurisdiction unrestricted practising certificate (or evidenced entitlement to hold such a practising certificate).  A minimum of twelve (12) years post admission experience in a law firm and/or in-house legal practice.   1. **Communication:** Excellent written and oral communication skills, evidenced by high-level reporting, presentation and negotiation abilities, and the capacity to identify and influence critical stakeholders to gain support for contentious proposals/ideas. 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. Established experience managing a legal team or legal practice, including the management and supervision of legal practitioners and non-legal staff through high level strategic capability leadership to achieve organisational strategic objectives. 2. Proven experience in building and maintaining strong professional and collaborative working relationships across a wide range of disciplines at all levels of internal and external stakeholders and proactively seek and influence, within a complex and ambiguous environment, to leverage a successful outcome. 3. Revealed knowledge and experience implementing contemporary high-level governance, legal and commercial principles as they apply to large, complex organisations with the ability to drive change and continuous improvement. 4. Demonstrated experience in building a high performing team, providing coaching and development opportunities across the breadth and depth of a complex team that delivers high standards in service delivery as well as technical output, proven ability to hold a team accountable to specified results, as well as creating a culture that fosters innovative problem solving, continuous improvement and knowledge sharing. 5. High-level written and oral communication skills and the capacity to identify and influence critical stakeholders to gain support for new proposals/approaches whilst maintaining ethical behaviour and integrity for self and team, combined with an ability to manage conflict in a proactive and constructive manner.   **Desirable Criteria:**   1. A scientific, engineering or other technical qualification and/or experience. |

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| **Other Information:** |
| **How to Apply**  Please apply online at [www.csiro.au/careers](http://www.csiro.au/careers) and click on *Current Vacancies.* Internal applicants please apply via *Jobs* *Central* in SAP (click *Recruitment*)  Please load your CV (Maximum 2MB) and covering letter in one document. 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).  **Referees**: If you do not already have the names and contact details of two previous supervisors or academic/ professional referees included in your resume/CV please add these before uploading your CV.  **Contact:** If after reading the selection documentation you require further information please contact:  Ms Fiona Johnstone email: [fiona.johnstone@csiro.au](mailto:fiona.johnstone@csiro.au) or phone: (02) 6276 6143  Please do not email your application directly to Ms Johnstone. Applications received via this method may not be considered.  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 [Balance](https://www.csiro.au/en/Careers/A-great-place-to-work/Work-life-balance)  Aboriginal and Torres Strait Islanders are encouraged to apply for all CSIRO positions.  **About CSIRO**  **We imagine. We collaborate. We innovate.**  At CSIRO, we do the extraordinary every day. We innovate for tomorrow and help improve today – for our customers, all Australians and the world. We do this by using science and technology to solve real issues. Diversity is the compass that navigates our innovation. We provide an inclusive workplace that respects, values and actively pursues the benefits of a diverse workforce.  Find out more! [www.csiro.au](http://www.csiro.au). |