# Administrative Services – CSOF6

Role summary for potential applicants

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| Advertised Job Title**:** | Legal Counsel - Enterprise Legal Team (Privacy & FOI) |
| Reference Number**:** | 60618 |
| Classification**:** | CSOF6 |
| Salary Range: | AU $111k to 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: | 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 pragmatic legal support to CSIRO’s Board, Executive, Business Units and Enterprise Support Services.  The Enterprise Legal Team provides legal advice and support in relation to privacy, freedom of information (FOI), property, procurement, governance, administrative law, work health and safety, workers’ compensation, employment, industrial relations, litigation, research ethics and regulatory compliance matters.  As a key member of the Enterprise Legal Team, the Legal Counsel role reports to a Senior Legal Counsel and has a primary focus on privacy law and FOI. |

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| **Duties and Key Result Areas:** |
| * Provide high-quality, pragmatic legal advice, tailored to meet the requirements and circumstances of internal clients and taking into account CSIRO’s compliance obligations, primarily in the areas of privacy law and FOI but also in other legal areas relevant to the practice of the Enterprise Legal Team. * Develop an understanding of the business, strategic objectives, external regulators, stakeholders, political context and relevant industry partners of CSIRO generally. * Demonstrate privacy and FOI leadership through, amongst other things, the formal role of CSIRO Privacy Officer, the provision of pragmatic advice and support and active participation in relevant internal education, compliance programs and working groups. * Exercise initiative and influence to build relationships with key internal clients (such as the CSIRO Chief Operating Officer, Chief Information Officer, Chief Information Security Officer and Director Science Impact & Policy) and position the Enterprise Legal Team as a “trusted advisor” in CSIRO. * Contribute to the ongoing legal education and training of internal clients and CSIRO staff, in particular through the development and delivery of training in the areas of privacy, FOI and data/personal information management. * 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 individual and team performance. * Work collaboratively with colleagues within the Enterprise Legal Team, relevant Business Units and Enterprise Support Services, and across CSIRO more broadly, in order to advance organisational objectives and the goals of the Enterprise Legal Team. * Generate improved solutions to complex problems and resolve issues efficiently and effectively 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 pre-requisites and essential criteria can be appointed*  ***Pre-Requisites:***   1. **Tertiary education:** A degree in law from an Australian tertiary institution, or a comparable overseas qualification which is appropriate to the classification and duties of the Legal Counsel role. 2. **Practising certificate:** A current Australian practising certificate or entitlement to hold an Australian practising certificate. 3. **Relevant experience:** A minimum of approximately six (6) years of post-admission experience, in private, in-house or government legal practice, in the area of public law (including administrative law, privacy law and FOI).   ***Essential Criteria:***   1. Demonstrated strong technical knowledge and applied practice experience in public law, in particular:    1. privacy law, including provision of advice and support in relation to the *Privacy Act 1988*, the *Australian Government Agencies Privacy Code*, privacy impact assessments, development and administration of privacy management plans, handling of privacy complaints and compliance with mandatory data breach reporting obligations; and    2. FOI law, including provision of advice and support in relation to the *Freedom of Information Act 1982*, overseeing the internal processes to respond to FOI requests, considering and responding to referral and decision review requests and handling (on behalf of CSIRO) appeals by applicants to the Office of the Australian Information Commissioner. 2. The ability to work effectively in a team environment, with the ability to work independently under minimal supervision. 3. A history of professional and respectful behaviours and attitudes in a collaborative and constructive environment. 4. Demonstrated flexibility in thinking and responding to organisational change by adapting strategies, goals and priorities. 5. 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. 6. High-level written and oral communication skills and the capacity to identify and influence critical stakeholders to gain support for new proposals/ideas/requirements. 7. Demonstrated ability in fostering and developing strong relationships with internal and external stakeholders (including regulatory bodies such as the Office of the Australian Information Commissioner). 8. A record of adherence to professional ethics and standards.   **Desirable Criteria:**   1. Post-admission experience advising on general administrative law, including employment law and industrial relations, work health and safety and governance. 2. Post-admission experience working in or advising research organisations and/or universities.   **Special Requirements**  The successful candidate must be willing and able to obtain a National Police Clearance prior to commencement. |

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| **Other Information:** |
| **How to Apply**  Please apply for this position online at <https://jobs.csiro.au/> and enter requisition number **60618**. Internal applicants please apply via ‘People Hub’ (choose Jobs Central from menu) or via ‘Recruitment’ in SAP.  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:  **Catriona Dove** (General Counsel)via email: [Catriona.Dove@csiro.au](mailto:Catriona.Dove@csiro.au) or telephone: **02 6246 5273**  or  **Beth Maloney** (Senior Legal Counsel) via email: [Beth.Maloney@csiro.au](mailto:Beth.Maloney@csiro.au) or telephone: **02 6246 6436**.  *Please do not email your application directly to Ms Dove or Ms Maloney. 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) |