# Administrative Services – CSOF6

Role summary for potential applicants

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| Advertised Job Title**:** | Legal Counsel |
| Reference Number**:** | 57706 |
| Classification**:** | CSOF6 |
| Salary Range: | AU $109,474 to AU $128,282 plus up to 15.4% superannuation |
| Location**:** | Canberra, Newcastle, Sydney or Melbourne preferred (other 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: | 75% |
| % Client Focus - External: | 25% |
| Reports to the: | Commercial Legal Team Leader |
| Number of Direct Reports: | 0 |

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| **Role Overview:** |
| In the role of Legal Counsel, you will be a member of Commercial Legal, a team of commercial lawyers which is fully integrated within CSIRO’s broader Business Development & Commercial (BD&C) function. Commercial Legal provides independent legal advice and support, and contributes to the execution of high quality commercial transactions, in support of CSIRO delivering its impact outcomes, including those outlined in *CSIRO Strategy 2020*. These outcomes are achieved through:   * forming transaction teams early, working closely with science leaders, delegates and other enterprise support staff and accessing additional specialist input when appropriate; * providing science leaders and delegates with practical transaction structuring options and pragmatic guidance on compliance with CSIRO’s policies and governance framework; * seeking balanced commercial outcomes for CSIRO and its customers; and * adopting a “whole of organisation” perspective in order to identify enterprise-wide opportunities for achieving greater impact, practice improvement and process simplification.   The Legal Counsel role:   * reports to a Team Leader within Commercial Legal; * provides legal advice and support to CSIRO’s research business units on a variety of transactions and matters including commercial contracts, intellectual property licensing arrangements, spin-out and equity transactions, research collaborations, joint ventures, funding agreements and commercial disputes; and * works closely and collaboratively with delegates, researchers and business development managers (amongst others).   This role is client-focused with the aim of building “trusted advisor” relationships with internal clients and positive and co-operative relationships with key external customers that facilitate and improve CSIRO's external engagement with our external customers and promotes CSIRO’s interests and strategic objectives.  The role requires clear and precise oral and written communication skills, an attention to detail with a corresponding ability to simplify complex ideas and an ability to manage competing priorities. Your progress and success in the role will be measured by your commitment to strengthening internal client and external customer relationships and practice improvement as well as your desire to participate in and maintain the strong collegiate culture of Commercial Legal. |

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| **Duties and Key Result Areas:** |
| * **Strategic and expert legal advice:**Perform professional legal work and provide practical and pragmatic legal advice and documentation of a consistently high quality, tailored to meet the requirements and interests of internal clients and promote the strategic objectives of CSIRO. * **Legal review**: Draft and negotiate a broad range of commercial, M&A, funding, collaboration, IT and IP agreements. Undertake legal review of third-party agreements, in accordance with CSIRO’s policies and governance framework. * **Governance and compliance:**Assist and advise internal clients about their compliance obligations with CSIRO policies and governance arrangements (including in relation to risk identification, assessment and management). * **Client Focus:** Show initiative and influence to build relationships with internal clients and to position Commercial Legal as a “trusted adviser”.  Develop an understanding of CSIRO, its strategic objectives, external stakeholders, political context and relevant industry partners. Contribute to the on-going legal education of internal clients. * **External engagement:** Support and proactively promote initiatives designed to build collaborative relationships with government departments and agencies, the university sector, industry, strategic partners, technology transfer partners and others. * **Practice improvement:**Contribute to Commercial Legal’s continuous improvement 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. * **Autonomy**: Work autonomously, and as a member of a regionally-dispersed team, taking appropriate individual responsibility for overall team performance. * **Collaborate:** Work closely and collaboratively with colleagues within the Commercial Legal team, BD&C, the research business units and across the wider organisation to achieve CSIRO’s goal of enhancing collaboration. * **Team Focus:** Participate in and help promote the collegiate nature of Commercial Legal. Contribute to the formulation and realisation of Commercial Legal’s strategic goals and objectives. * **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 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.   A current Australian jurisdiction practising certificate (or evidenced entitlement to hold such a practising certificate).  A minimum of four (4) years post admission experience.   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. Demonstrated experience working with minimal supervision in a government or commercial legal practice or as part of an in-house legal team. 2. Excellent legal skills and experience in at least two of the following core areas of practice: contract law; commercial law; corporate/M&A; intellectual property; information technology; governance and risk management. 3. Clear and precise written and oral communication skills. 4. Strong interest-based negotiation and persuasion skills, with the capacity to identify and influence critical stakeholders to gain support for new or different options, proposals or approaches to problem solving or solutions. 5. The ability and willingness to work effectively, supportively and collegiately in a team environment, with the capacity to also work independently with minimal supervision. 6. Demonstrated ability to foster and develop strong relationships with internal and external stakeholders. 7. The ability to be flexible and adapt to changing and/or uncertain environments. 8. A record of adherence to professional ethics and standards and a history of professional and respectful behaviours and attitudes in a collaborative environment.   **Desirable Criteria:**   1. A scientific, engineering or other technical qualification and/or experience. 2. Experience advising on:    1. spin-out/equity transactions including option arrangements, new company incorporation, corporate restructurings, share sales/acquisitions, asset sales/acquisitions, employee share ownership plans etc.    2. strategic alliances and other collaborations with government departments and agencies, universities, other public research organisations and industry partners; and    3. IP, IT and other technology transfer transactions, including licensing transactions.   **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.** |

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| **Other Information:** |
| **How to Apply**  Please apply for this position online at <https://jobs.csiro.au/> and enter requisition number **57706**. 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: [careers.online@csiro.au](mailto:careers.online@csiro.au).  **Referees**: Please provide contact details of two previous supervisor or academic/professional referees in your resume/CV. We will ask your permission before making contact.  **Contact:** If after reading the position details above you require more information please contact:  **Stuart Pearce**via email: [Stuart.Pearce@csiro.au](mailto:Stuart.Pearce@csiro.au) or phone: **+61 3 9545 8217**  Please do not email your application directly to Mr Pearce. Applications received via this method may not be considered by the selection panel.  **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/A-great-place-to-work/Work-life-balance)  **Business Development & Commercialisation**  From invention to innovation, commercialisation is an important path to deliver profound and positive impact to society, fund further investments in science and support a sustainable CSIRO.  Our team of experts are here to help you navigate through the multifaceted commercialisation process, to maximise the impact of your research. We provide tailored advice regarding licensing, spin-outs and other commercialisation options. Large, complex, licensing and equity transactions are our speciality. We also provide advice on business strategy including deal negotiation and structuring. |