# Position Details

## Administrative Services- CSOF6

|  |  |
| --- | --- |
| The following information is for applicants | |
| Advertised Job Title | Commercial Lawyer - IP, R&D, Technology Commercialisation |
| Job Reference | 67585 |
| Tenure | Specified term of 12 months |
| Salary Range | AU$113,338 to AU$132,811 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Melbourne, VIC, Canberra, ACT, Sydney, NSW, Newcastle, NSW other locations with CSIRO presence negotiable |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Position reports to the | Team Leader, Commercial Legal |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Jesse Adams via email: [jesse.adams@csiro.au](mailto:jesse.adams@csiro.au) |
| How to apply | Apply online at <https://jobs.csiro.au/>  Internal applicants please apply via **Jobs Central**  If you experience difficulties when applying, please email [careers.online@csiro.au](mailto:careers.online@csiro.au) or call 1300 984 220. |

### Role Overview

## Administrative staff in CSIRO provide administrative and management services to support the effective provision of research and development activities. This involves the development and implementation and/or administration of policies, systems and procedures that assist the organisation and the business units to achieve their objectives and meet Government and regulatory responsibilities.

This role is part of CSIRO’s Commercial Legal team, a group of ~25 commercial lawyers sitting within CSIRO’s Business Development and Commercial (BD&C) function.

### Commercial Legal provides legal advice, negotiation and support to CSIRO delegates across a wide variety of commercial transactions and supports the resolution of commercial disputes.

Commercial Legal is divided into three teams of roughly even size, each lead by a Team Leader and each supporting several different CSIRO business units. If your application is successful, you will be appointed to one of these three teams, reporting to one of the three Team Leaders.

The Commercial Legal function is separate from, but collaborates closely with, CSIRO’s Enterprise Legal function (a team of ~7 lawyers providing advice in specialist areas such as workplace relations, procurement, litigation, HSE and FOI). Enterprise Legal is led by the CSIRO General Counsel (a separate role to the General Counsel Commercial) and has a separate reporting line which does not meet with Commercial Legal’s reporting line until the CEO.

### The broader BD&C function contains other teams of professionals, including business development, commercialisation, IP and contract management staff. Together with Commercial Legal, these teams provide specialist advice and support to help CSIRO’s business units deliver scientific and technological impact for CSIRO’s customers.

### Duties and Key Result Areas:

* **Legal services:** Provide legal, compliance and risk advice to delegates. Support transaction teams to structure, negotiate and settle commercial transactions. Common transaction types include: Intellectual property licensing, assignment, or other IP-related transactions; spin-out, start up and equity transactions; research collaborations and joint venture transactions; and commercial dispute resolution.
* **Resource allocation:** Participate in the priority-setting of commercial transactions for the business unit(s) you support. Participate in the commercial strategy for those business units. Manage outsourcing of legal work to external law firms where required (noting that the great majority of legal work at CSIRO is performed in-house by CSIRO lawyers).
* **Relationship management:** Act as a key contact and trusted adviser for the business units you support.
* **Team support:** Meet regularly with your Team Leader and other Team members. Participate in business improvement and organisational change projects.
* **Corporate citizenship:** Communicate openly, effectively and respectfully with all staff, clients and customers of CSIRO. Work collaboratively as part of a multi-disciplinary, often regionally dispersed, team, to support CSIRO’s scientific objectives. Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety & Environment plans and policies, Diversity initiatives and Zero Harm goals.
* Other duties as directed.

**Key Result Areas:**

1. **Technical performance:**  Giving practical, principled, customer-focused advice and support, distilling complexity to help delegates make informed risk decisions.
2. **Strategic leadership:**  Actively furthering and championing CSIRO’s strategic goals, both through your approach to transactional work and by participating in organisational development projects.
3. **Resource management:**  Prioritising effectively to manage a personal workload that requires balancing multiple separate streams of work (including transaction pipelines, business improvement projects and personal development), and managing the expectations of all stakeholders.
4. **Collaboration:**  Proactively building and maintaining effective networks and relationships with key stakeholders across and outside CSIRO.
5. **Influence:**  Communicating and influencing effectively through planning, using interest-based strategies and tailoring your approach for the intended audience.
6. **Continuous improvement:**  Pre-empting and leading change, actively pursuing continuous improvement to increase your effectiveness.
7. **Accountability:**  Leading by example, navigating ambiguity, and taking personal responsibility for your own performance.

## **Required Competencies:**

* **Teamwork and Collaboration:** Cooperates with others to achieve organisational objectives and may share team resources in order to do this. Collaborates with other teams as well as industry colleagues.
* **Influence and Communication:** Identifies critical stakeholders and influences them via an influential third party, for example through an established network, to gain support for sometimes contentious, proposals/ideas.
* **Resource Management/Leadership:** Provides leadership that fosters an environment that encourages new ideas and provides support for the development of emerging skills. Creates trust by displaying consistency, understanding, integrity and patience. Plans, seeks, allocates and monitors resources to achieve outcomes.
* **Judgement and Problem Solving:** Anticipates and manages problems in ambiguous situations. Develops and selects an appropriate course of action and provides for contingencies. Evaluates, interprets and integrates complex bodies of information and draws logical conclusions, synthesises proposals and defends options with reasoned arguments.
* **Independence:** Assesses the risk and opportunity of identified strategies, options and actions. Overcomes problems and setbacks in achieving goals. Invariably includes consideration of value-added future impact on bottom line when determining the optimal and efficient use of resources.
* **Adaptability:**Demonstrates flexibility in thinking and adapts to and manages the increasing rate of organisational change by adjusting strategies, goals and priorities.

## **Selection Criteria**

#### Essential

*Under CSIRO policy only those who meet all essential criteria can be appointed.*

1. **Qualifications:** Relevant tertiary qualifications in law; admission as a legal practitioner of the High Court or a Supreme Court of a State or Territory; and a current Australian jurisdiction practising certificate (or evidence of entitlement to hold one).
2. **Experience:** Demonstrated experience working with minimal supervision in a government or commercial legal practice or as part of an in-house legal team.
3. **Technical skills:** Demonstrated expertise in at least three of the following core areas of practice: technology & IP; contract & commercial law; corporate/M&A law; governance & risk.
4. **Professional conduct:** Demonstrated commitment to ethical behaviour and integrity for self, colleagues, stakeholders and customers.

## **Desirable:**

1. **Executive approach:**  Demonstrated experience providing strategic advice and support to senior executives, distilling complex legal issues to provide practical options and resolve issues.
2. **Autonomy:** Demonstrated experience working autonomously and taking initiative to resolve complex problems in an ambiguous environment.
3. **Relationships:** Demonstrated experience habitually building and maintaining strong, collaborative professional relationships, influencing multiple stakeholders and managing conflict to achieve successful outcomes.
4. **Change and improvement:** Demonstrated commitment to continuous improvement, and ability to plan for, navigate and lead organisational change.
5. **Communication:**  Demonstrated ability to communicate and influence effectively in a complex environment, by planning and tailoring for audience and context.
6. **Industry experience:** Qualifications and/or demonstrated experience in science/technology research, development and commercialisation.
7. **Transaction experience:** Demonstrated experience inIP, IT and other technology-related transactions, or transactions involving strategic alliances and collaborations with government, universities, research organisations and industry partners.

Special Requirements

Appointment to this role may be subject to conditions including provision of a national police check as well as other security/medical/character clearance requirements.

Include if relevant:

* The successful candidate will be asked to obtain and provide evidence of a National Police Check or equivalent. Please note that people with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.

## **About CSIRO:**

We solve the greatest challenges through innovative science and technology. To find out more visit us [online](http://www.csiro.au/)!