



POSITION DESCRIPTION – General Staff

Position Title: Lawyer Level: 6/7
 Faculty/Division: Financial Services Department/Location: Legal Services Unit

Primary purpose of the position:

The primary purpose of this role is to assist Legal Counsel and the Legal Services Unit in the provision of professional legal advice to progress the University's strategic activities.

Position Environment:







The Legal Services Unit ensures the provision of:-

- high quality professional legal services to University stakeholders as required;
- risk assessment services for the University's commercial activities; and
- administrative law services such as the handling of information access and privacy matters.

The Lawyer is expected to contribute strongly to the delivery of professional legal services by the Legal Services Unit.

Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Percentage of Time	Office Use Only
1.	Providing efficient and high quality legal advice to support the University's business and/or strategic activities, including all contracts, commercial arrangements, risk analysis and management thereof.	<ul style="list-style-type: none"> ▪ Legal strategies and recommendations are provided for the University's strategic activities; ▪ Stakeholders receive timely, relevant and pragmatic advice; ▪ Commercial benefits and legal position of University are maximised; ▪ Contracts are reviewed to ensure the University's position is protected as far as possible. ▪ University's legal position and exposure to risk is understood by authorised delegates. 	70%	<input type="checkbox"/>
2.	If required, assist Legal Counsel and Legal Services staff in ensuring compliance with the University's statutory obligations for privacy and access to information, and legal obligations regarding warrants, subpoena and requests for information.	<ul style="list-style-type: none"> ▪ Access to information and privacy applications processed within required timeframes; ▪ Subpoena, warrants and requests for information processed within required timeframes; ▪ Internal advice provided on privacy, GIPA and subpoena issues as required; ▪ Ongoing privacy training provided to UOW staff on a needs basis. 	15%	<input type="checkbox"/>
3.	Management of key stakeholders	<ul style="list-style-type: none"> ▪ Open communication is maintained with 	5%	<input type="checkbox"/>

		<p>internal clients on the management of their legal requests;</p> <ul style="list-style-type: none"> ▪ Timely, professional advice is provided to stakeholders . ▪ University policies for commercial research and IP are proactively promoted; 		
4.	Provide strategic advice to University on key or strategic issues	<ul style="list-style-type: none"> ▪ Timely, professional advice is provided on key issues as requested from time to time by Legal Counsel or Senior Executive. 	<5%%	
5.	Ensure compliance with the University's Guidelines for Commercial Activities.	<ul style="list-style-type: none"> ▪ Commercial activities subject to appropriate legal review and risk assessment before proceeding. 	<5%	
6.	Assist in the management of the University's intellectual property portfolio.	<ul style="list-style-type: none"> ▪ Advice provided on the models for ownership of intellectual property and protection of UOW IP rights. 	<5%	
7.	<p>Other Duties –</p> <ul style="list-style-type: none"> ▪ Assist and support the Legal Counsel and the Senior Lawyer. ▪ Perform other duties as requested that are within the range of skills normally employed by an officer of this classification. 	Assistance provided as requested.	5%	
8.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	Ongoing	
9.	Have OH&S responsibilities, accountabilities and authorities as outlined in the OH&S Roles & Responsibilities Document	To ensure a safe working environment for self & others.	Ongoing	

Reporting Relationships:

Position Reports to:	Legal Counsel, Legal Services Unit
The position supervises the following positions:	Nil
Other Key Contacts:	<p>Within the University: Deputy Vice Principal (Finance and IT) Deputy Vice-Chancellor (Research) Commercialisation Managers Research Services and/or Research Student Centre Senior Academics involved in research Innovation and Commercial Research Unit</p> <p>External to University: External clients External university lawyers Legal firms for specialist advice</p>

Key Relationships:

Contact/Organisation:

LSU staff including Legal Counsel and Senior Lawyer
Commercialisation Managers
Innovation and Commercial Research
Other internal clients too varied to list.
RAID staff meeting
Society of University Lawyers meetings
Australian Corporation Lawyers Association
External parties including ARC, Commonwealth and state government funding agencies etc.

Purpose & Frequency of contact

Often – multiple times daily
Instructions – as required
Instructions – as required
Instructions – as required
Communication of issues and policy – quarterly
As required by Legal Counsel
As required by Legal Counsel
As required on case by case basis

Key Challenges:

1. Prioritisation of work and managing client expectations;
2. Coping in a high volume environment without compromising efficiency, quality of advice and/or legal professional obligations;
3. Keeping up to date with administrative tasks such as file management.

Selection Criteria – Knowledge & Skills

Essential

- Sound knowledge of one or more of the following areas of law:
 - Corporate/commercial;
 - Contracts;
 - Intellectual property; or
 - Public sector/administrative law
- Sound verbal and written communication skills, including the ability to draft documents;
- Sound legal research skills;
- Sound self organisational skills;
- Ability to work efficiently, professionally and cooperatively in a small team;
- Consistent attention to detail; and
- Ability to use initiative.

Desirable

- Knowledge of contract law and intellectual property law;
- Knowledge of the higher education sector and associated legal issues;
- Conceptual, analytical and problem solving skills and the ability to develop pragmatic solutions; and
- Negotiation skills;

Selection Criteria – Education & Experience

Essential

- LLB degree with strong academic results;
- Legal qualifications recognised by the Law Society of NSW and admission to the Supreme Court of NSW with a current Practising Certificate (or eligible to hold one and able to obtain one urgently); and
- Post admission experience in a relevant field of law (as outlined in Selection Criteria - Knowledge & Skills).

Desirable

- Current practising certificate;
- A minimum of one year of post admission experience; and
- Experience working:
 - in private practice, preferably with a large law firm; or
 - in house.

Personal Attributes

- Highly motivated and results driven;
- Positive attitude;
- Customer focussed;
- Ability to cope with stressful environment; and
- Responsive to change.

Special Job Requirements:

Nil

Approval:

Approved by Head of Unit: _____

Date: _____

Approved by Personnel: _____

Date: _____