

General Counsel



Position Description

Reporting CEO	Location Kalimna	Hours Full time	Contract Ongoing	Reports 0	Job Level General Manager
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Role Purpose

The General Counsel is responsible for overseeing all legal matters for GLaWAC and ensuring that GLaWAC's business activities comply with all relevant laws and regulations.

This involves providing strategic legal advice to the executive team, coordinating the delivery of outcomes for all legal matters and playing a key role in risk management and corporate governance. This may include actions relating to Recognition and Settlement Agreement (RSA), commercial negotiations and contracts; MOU's and Partnership Agreements.

The Role

Strategy, Advisory and Reporting

- Develop and maintain the legal governance framework for GLaWAC.
- Ensure that the organisation's legal policies and strategies are fit for purpose and embedded in the policies, plans and operating practices that support and enable the CEO and the organisation.
- Provide high quality professional and practical legal advice to the CEO, Board and Executive team on legal and procedural matters that supports optimal decision making to achieve the delivery of services to the community.
- Assess strategic business decisions with an eye toward expanding legal rights and mitigating risks (legal, financial and reputational) whilst ensuring alignment with business priorities and objectives.
- Ensure advice is provided in a practical, inclusive and accessible manner.
- Identify and coordinate, cost effective methods to resolve complex legal problems and disputes, this may include engaging third party providers to ensure the most effective outcomes for GLaWAC.
- Develop and deliver regular reporting for all legal matters. This will include CEO and Board reporting requirements as well as any legislated reporting requirements.

Delivery

- Develop, deliver and coordinate strategic, comprehensive and professional legal services to ensure the successful completion of legal and other projects of varying complexity. This will include matters covering a broad and diverse range of current legal practice including:
 - Commercial investments, Native Title, Traditional Owner Settlement, cultural heritage, crown land, property, community engagement, local law, events, procurement, intellectual property, planning, employment and other matters that may arise affecting GLaWAC or its operations.
- Project-manage matters that are referred to external solicitors or barristers to ensure the effective achievement of agreed outcomes in a timely and cost-effective manner.

Position Description

Delivery (continued)

- Provide legal oversight for mergers, acquisitions, and other GLaWAC transactions and conduct due diligence and advise on legal implications of such transactions.
- Provide analysis and interpretation of a wide range of information in dealing with complex and varied legal issues.

Corporate Governance and Compliance

- Ensure compliance with corporate governance principles and best practices.
- Oversee the preparation of board meeting materials and attend board meetings as required.
- Maintain a record of company legal documents.
- Stay current with changes in laws and regulations affecting GLaWAC.
- Develop and implement compliance programs to ensure adherence to legal requirements.

Legal Risk Management

- Identify and assess legal risks associated with the company's operations.
- Develop and implement risk management strategies to protect the organisations interests.

Contract Management

- Collaborate with the Contracts Manager to review and negotiate high-profile and complex contracts.
- Develop and implement standardised contract templates and processes.

Litigation Management

- Oversee and coordinate legal actions, including litigation and dispute resolution.
- Collaborate with external counsel when necessary and represent GLaWAC in legal proceedings.

Ethics and Integrity

- Promote and enforce a culture of ethics, integrity, and legal compliance within GLaWAC.

Stakeholder Engagement

- Works effectively with all key stakeholders to ensure engagement and delivery of key outcomes across diverse projects e.g. Traditional Owners, Gunaikurnai Community, government and statutory bodies, etc.
- Liaises at all levels (including senior level) and across the organisation to coordinate and prepare responses to legal issues.

Team Leadership

- Mentor/manage paralegals or junior legal practitioners with a view to developing legal knowledge and expertise within GLaWAC.
- Develop a high performing team by creating and maintaining a positive work environment and developing individual and team capability through regular performance coaching conversations.
- Role model the GLaWAC values and inspire the team to do the same.

General Counsel



Position Description

Essential Skills/Experience

- Hold a current Legal Practising Certificate in Victoria.
- Proven experience in commercial law, property law, privacy and data, contract negotiation, corporate governance and regulatory compliance.
- Strong leadership, communication, and interpersonal skills.
- Ability to think strategically and provide practical legal advice in a business context.
- Demonstrated ability to manage complex legal issues and work collaboratively across departments and with diverse external stakeholders.
- Excellent verbal and written communication skills with the ability to build relationships and trust.
- A sound understanding of relevant policy, legislative and funding frameworks – particularly those applicable to native title (and alternative native title settlement), cultural heritage management, land management and natural resource management.
- An ability to 'make things happen' – in a timely, efficient and cost-effective manner.
- Demonstrable commitment to self-determination and sovereignty.
- Personal qualities of integrity, resilience, emotional intelligence, and good judgment.
- Ability to work with people of diverse skills and legal knowledge across a range of differing areas related to GLAWAC's operations and objectives, and actively collaborate with, and empower others, by providing easily understood legal advice, in a respectful and empathetic manner.
- Committed to the overarching obligations as an officer of the Court and to the integrity of the law and its conduct, which are fundamental and will not be compromised.
- Effective organisational, project management and problem-solving skills.
- Knowledge of Gunaikurnai culture, values, aspirations and customs and experience working with the Gunaikurnai people, community and key organisations and stakeholder groups.
- Experience working with Aboriginal people, including a demonstrated ability to communicate and engage sensitively and effectively with Traditional Owner led communities and organisations, knowledge of the social and cultural issues they experience along with a genuine appreciation and respect for their culture.

Desirable Skills/Experience

- Experience working with First Nations organisations.
- Sound knowledge of office administration and procedures.
- Well-developed verbal and written communication skills.
- An ability to work both independently and as part of a team.

Core Leadership Capabilities

1. Cohesive – have each other's backs
2. Cultural – have the REAL conversations
3. Courageous – Be respectful and safe
4. Persistent – Be committed to the purpose and lead by example