

Position Description

Position Title	Legal Counsel	Reporting to	General Counsel/Head of Legal Risk & Compliance
Business Unit	Corporate Services	Direct Reports	Nil
Classification	Level F	Date	May 2024

Our Organisation

The Royal Australian College of General Practitioners (RACGP) is the voice of General Practitioners (GPs) in our growing cities and throughout rural and remote Australia. For more than 60 years, we've supported the backbone of Australia's health system by setting the standards for education and practice and advocating for better health and wellbeing for all Australians.

We cultivate a stronger profession by helping the GPs of today and tomorrow continue their professional development throughout their careers, from medical students and GPs in training to experienced GPs. We develop resources and guidelines to support GPs in providing their patients with world-class healthcare and help with the unique issues that affect their practices. We're a point of connection for GPs serving communities in every corner of the country.

Australia's GPs see more than two million patients each week, and support Australians through every stage of life. The scope of general practice is unmatched among medical professionals, so the RACGP supports members to be involved in all areas of care, including aged care, mental health, preventative care and Aboriginal and Torres Strait Islander Health.

Patient-centred care is at the heart of every Australian general practice and at the heart of everything we do.

Our Values

RACGP Employees are expected to uphold our workplace values:



Progressive leadership Forward thinking and proactive leaders who lead by example and empower employees to create and drive innovation



Quality Honouring our Organisational Vision and Mission Statement by constantly striving for excellence in service delivery and advancement in the field



Ethics Committed to acting with morality, integrity and transparency in serving the best interests of all stakeholders



Professionalism Dedicated professionals who respect and collaborate with others and are fully accountable for their actions.

Your Team

The Legal Risk and Compliance (LRC) team is led by the General Counsel/Head of Legal Risk and Compliance. The team is responsible for the management and delivery of a range of governance, risk and policy matters, and the provision of advice to the RACGP on a variety of matters including:

- Advising the Board CEO and Leadership Team
- Governance and administrative advice
- Contract negotiation and advice
- Risk and compliance
- RACGP's overall risk framework
- Managing engagement of external counsel
- Intellectual Property
- Employment law and Industrial Relations

Your Role

The Legal Counsel works collaboratively with the LRC team to provide support and assistance to the RACGP business units to manage legal and commercial risks under the general supervision of the General Counsel and Senior Legal Business Partners.

Key Responsibilities

- Provide legal advice to the RACGP, including:
 - general legal advice including statutory compliance, data privacy, property and insurance.
 - commercial advice and negotiation of a range of contracts (including grants).
 - appropriate management of legal and commercial risks, including redrafting of relevant documentation.
 - intellectual property, including trademarks, copyright and IT matters.
 - corporate advice including constitutional interpretation and compliance.
 - scope and deliver projects to improve governance of RACGP and implement strategies.
 - general risk management, statutory and regulatory compliance and day to day advice and support.
 - FOI and regulator requests.
 - advice on relevant aspects of health law and medical practitioner regulation
- Drafting legal documents including correspondence, contracts, submissions, policy and internal memoranda.
- Undertake research and provide sound and considered advice on commercial, intellectual property, and administrative matters.
- Undertake preparation, analysis and interpretation of a variety of legal documents including contracts, submissions, policy documents, internal memoranda and board papers.
- Support the development, delivery and implementation of LRC employee training.
- Assist in the maintenance of the RACGP's compliance registers.
- Anticipate the business' requirements and recommend ways of satisfying client expectations in legally compliant, innovative ways.
- Represent the legal team by participating on project teams across the RACGP.
- Assist in providing oversight on legal and business operations including identifying business and commercial risk.
- Work collaboratively with other members of the LRC team to identify opportunities for improvement in the areas of governance and legal compliance.

Maintain an awareness of external governance and legal compliance trends.

- Comply with all relevant workplace policies and procedures.
- Other duties as required.

Qualifications and Experience

Essential

- Have completed a law degree from an Australian institution or equivalent.
- Hold a current Australian practicing certificate (or be eligible for one).
- 5+ years post qualification in a well-regarded private practice or in-house experience.

- Excellent drafting and oral communication skills.
- Demonstrated ability to write in a simple, informed manner about complex matters with strong analytical ability.
- Ability to multi-task and balance priorities in a complex fast paced environment.
- Demonstrated ability to build and maintain effective professional relationships with a diverse range of stakeholders.
- Strong organisational skills and proven ability to identify key issues.
- A "can do" attitude, and a willingness to take ownership over matters and issues
- Ability to work with sensitive information and treat all in-confidence.

Highly Desirable

- Further qualifications in education, life sciences or specifically health.
- Experience as a Legal Counsel in an in-house role.
- Experience working in a charitable organisation, health-related industry, an education related industry or member organisation.
- Customer focus and passion for excellence in service delivery.
- Demonstrated ability to work collaboratively as part of a team.
- Enthusiasm for working in an organisation undergoing rapid change.
- Experience with state and Commonwealth funding agreements.
- Experience advising on privacy legislation, procurements of goods and services (including technology agreements) and administrative law matters

Your Relationships

Your role requires interaction with internal and external stakeholders including:

Internal:

- Legal Risk and Compliance team
- Corporate Services including IT, Procurement and Finance
- RACGP Leadership Teams RACGP employees
- Internal business units

External:

- Members
- External third parties
- Educational bodies related to the delivery of content
- External legal counsel