



<b>Position Title</b>	Senior Legal Counsel	<b>Reporting to</b>	General Counsel
<b>Department</b>	Corporate Services	<b>Direct reports</b>	Nil
<b>Classification</b>	SMB1	<b>Employment Status</b>	Full time, 3 year contract
<b>Position Number</b>	TBA	<b>Date</b>	April 2019

## The Organisation

The Royal Australian College of General Practitioners (RACGP) is Australia's largest professional membership body for general practitioners (GPs). We represent over 40,000 members including urban and rural GPs, medical students and registrars.

The RACGP's mission is to support GPs in improving the health and wellbeing of all Australians, "Healthy Profession. Healthy Australia." We provide skills and knowledge assessment, educational training and ongoing professional development for practicing GPs. We develop resources and guidelines, help GPs with issues that affect their practice, support research to link members with the latest advancements in the field and advocate on behalf of the general practice profession to set and maintain standards of high quality health care for Australians.

## Our Values

RACGP Staff are expected to uphold our workplace values:



**Progressive leadership** Forward thinking and proactive leaders who lead by example and empower staff 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 Unit which is led by the General Counsel is part of Corporate Services. The Legal Unit looks after or assists in the following areas:

- Advising the CEO and Board
- Agreements with external parties
- Governance
- Review and revision of policy
- Risk and compliance
- Administrative advice

## Your Role

The Senior Legal Counsel provides support and assistance to the RACGP business units to manage legal and commercial risks under the General Counsel's general supervision.

## Key Responsibilities

1. Developing and maintaining relationships across the RACGP in support of the legal departments interaction with other business units
2. Working closely with senior managers to implement broader strategic initiatives
3. Provide legal advice to the RACGP, including:
  - a. commercial advice and negotiation of a range of contracts (including grants)
  - b. appropriate management of legal and commercial risks, including redrafting of relevant documentation
  - c. Intellectual property, including trademarks, copyright and IT matters
  - d. corporate advice including constitutional interpretation and compliance
  - e. general legal advice including statutory compliance, privacy, property and insurance
  - f. advice on relevant aspects of health law and medical practitioner regulation
  - g. scope and deliver projects to improve governance of RACGP and implement strategies
  - h. general risk management, contractual documentation, statutory and regulatory compliance and day to day advice and support
4. Managing external legal advisers to deliver efficient and effective legal services
5. Developing and implementing staff training to assist the RACGP's risk management
6. Support the Company Secretary manage the organisation's corporate governance operations
7. Support the Company Secretary manage general meeting requirements
8. Anticipate the business' requirements and recommend ways of satisfying client expectations in legally compliant, innovative ways
9. Identify opportunities for improvement in the areas of governance and legal compliance, and maintain an awareness of external governance and legal compliance trends.
10. Deliver agreed KPIs – to be developed in conjunction with Supervisor
11. Delegated Authority (Budget \$ or otherwise): N/A

## Environment, Health and Safety

1. Complies with the RACGP's OH&S policies and procedures
2. Takes reasonable care for the safety of his/her own health and safety and that of other people who may be affected by their conduct in the workplace

3. Seeks guidance for all new or modified work procedures to ensure that any hazardous conditions, near misses and injuries are reported immediately to the Manager
4. Participates in meetings, training and other environment, health and safety activities
5. Does not wilfully place at risk the health or safety of any person in the work place
6. Does not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare
7. Cooperates with the RACGP in relation to activities taken by the RACGP to comply with OH&S and environmental legislation

## Equity, Diversity and Inclusion

1. Models and promotes appropriate behaviour in relation to equity and diversity principles and practices
2. Embraces RACGP's equity and diversity initiatives, strategies and implementations in staff equity/diversity related areas, promotion of staff equity and diversity policy/training and RACGP's Reconciliation Action Plan

## Your Relationships

Your role requires interaction with the following stakeholders:

Internal	External
<ul style="list-style-type: none"> <li>• Legal Unit</li> <li>• RACGP Senior Leadership Team (SLT) including RACGP CEO</li> <li>• RACGP Board secretariat</li> <li>• Internal operational units</li> </ul>	<ul style="list-style-type: none"> <li>• Members</li> <li>• External third parties</li> <li>• Educational bodies related to the delivery of content</li> <li>• External legal counsel</li> </ul>

## Key Selection Criteria

### Experience, Knowledge and Skills

<p>As a <b>suitable</b> candidate, you will have:</p> <ul style="list-style-type: none"> <li>• 10+ years post qualification either in private practice or in-house with substantial corporate or commercial experience</li> <li>• Excellent drafting and oral communication skills</li> <li>• Demonstrated ability to write in a simple, informed manner about complex matters with strong analytical ability</li> <li>• Ability to multi-task and balance priorities in a complex fast paced environment</li> <li>• Demonstrated ability to build and maintain effective professional relationships</li> <li>• Strong organisational skills and a proven ability to identify key issues</li> <li>• A “can do” attitude, and a willingness to take ownership over matters and issues</li> <li>• Ability to work with sensitive information and treat all in-confidence</li> </ul>	<p>As an <b>ideal</b> candidate, you will <b>also</b> have:</p> <ul style="list-style-type: none"> <li>• Experience in an in-house role</li> <li>• Experience working in a health related industry, an education related industry or member organization</li> <li>• Experience in coaching or mentoring</li> </ul>
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## Qualifications

As a **suitable** candidate, you will:

- have completed a law degree from an Australian institution or equivalent
- hold a current Victorian practicing certificate (or be eligible for one)

As an **ideal** candidate, you will have completed:

- further qualifications in education, life sciences or specifically health

## Workplace Behaviours

In your role, you are expected to:

Positively influence others	Be emotionally intelligent
Take initiative	Be flexible and adaptive
Focus on service	Strive for excellence
Make effective decisions	Demonstrate integrity
Be transparent	Be accountable
Be respectful	Collaborate

## Classification Description

In accordance with the Enterprise Bargaining Agreement (EBA) 2018 or subsequent agreement.

## Declaration

I, \_\_\_\_\_, acknowledge that I have read and understood the Senior Legal Counsel position description which forms part of my employment contract from the date of issue.

I accept that the Position Description may need amending and updating periodically due to changes in responsibilities and organisational requirements

Employee

(signature)

Date

This Position Description is approved by:

H.R:

\_\_\_\_\_  
  
(signature)

Date: 14/03/2019