

# Position Description

Position Title	Senior Legal Business Partner	Reporting to	General Counsel/Head of Legal Risk & Compliance
Business Unit	Business Services	Direct reports	As delegated by manager
Classification	SMB	Date	September 2022

## 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

Senior Legal Business Partner acts as a trusted, strategic and commercial adviser to designated divisional business units to ensure that a link is created between the LRC strategic objectives, and initiatives with the overarching goals of the business unit and the RACGP. The Senior Legal Business Partner supports and empowers Executive and Senior Leadership, line managers and team members of designated business units, by delivering the highest standards of legal and compliance advice. In partnership with these leadership teams, the incumbent will develop and deliver on LRC priorities across designated business units and ensuring that initiatives such as contract life cycle management, proactive risk assessment and mitigation and a compliance culture are aligned and embedded. Influencing leaders through provision of strategic advice, technical Legal & Compliance expertise and practical solutions, the Senior Legal Business Partner will display appropriate leadership and cultural behaviours and act as a compliance champion.

## Key Responsibilities

- Developing and maintaining relationships across the RACGP (with particular focus on designated divisional business units) in support of LRC's strategic objectives to facilitate the achievement of business and RACGP objectives.
- Provide legal advice to the RACGP, including:
  - 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.
  - general legal advice including statutory compliance, privacy data breaches, property and insurance.
  - advice on relevant aspects of health law and medical practitioner regulation.
  - 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.
- Working closely with Business Unit Executives and senior managers to implement broader strategic initiatives.
- Anticipate the business' requirements and recommend ways of satisfying client expectations in legally compliant, innovative ways.
- Identify opportunities for improvement in the areas of governance and legal compliance and maintain an awareness of external governance and legal compliance trends.
- In consultation with the General Counsel, managing external legal advisers to deliver efficient and effective legal services.
- Manage litigation matters including: commercial disputes, discrimination claims, and trade mark infringements, amongst others.
- Support the development, delivery and implementation of LRC employee training.
- Assist in the development and maintenance of the RACGP's intellectual property register.
- Ensure workplace health & safety standards are in place and act as a safety role model to ensure the safety of all people through appropriate anticipation, identification and mitigation of risks

- Ensure through your leadership approach that an inclusive working environment & culture thrives within the RACGP that focuses on outcomes for our employees that improve engagement, retention, development and productivity
- Develop talent and ensure diverse talent pipelines to provide succession candidates for all key leadership positions
- 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).
- 10+ years post qualification either in private practice or in-house with substantial corporate or commercial experience.
- Excellent drafting and oral communication skills.
- High ethical standards and integrity in all working relationships.
- Demonstrated ability to communicate in a simple, informed manner about complex issues with strong analytical ability.
- Ability to multi-task and balance priorities in a complex fast-paced dynamic and growing organisation.
- Team player with demonstrated ability to build and maintain effective professional relationships.
- High-level interpersonal skills with a demonstrated record of communicating to a wide range of stakeholders at all levels, including the ability to influence and achieve positive change.
- Strong organisational skills and a proven ability to identify key issues/risks and provide commercially astute and compliant business outcomes.
- 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 Senior Legal Business Partner in an in-house role.
- Experience working in a health-related industry, an education related industry or member organization.
- Experience in coaching or mentoring.
- Advocate of innovation in service delivery and continuous improvement
- Customer focus and commitment to delivering great outcomes and solutions for customers.

## Your Relationships

Your role requires interaction with internal and external stakeholders including:

### Internal:

- Legal Risk and Compliance team
- RACGP CEO, Executive Team and Senior Leaders
- RACGP Board secretariat
- RACGP employees
- Board and Committee members

### External:

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