

Position Title:	Junior Legal Counsel
Location:	Brisbane Head Office
Reporting To:	Senior Legal Counsel
Level:	4
Duty Statement:	The Junior Legal Counsel provides supervised legal advice and supports the Senior Legal Counsel manage the legal, governance and insurance affairs of Abt Australia and Abt Britain's business and operations.
Specific Duties:	<p>Legal.</p> <ul style="list-style-type: none"> • Provide practical, accurate and timely legal advice, training and other support to the company and its subsidiaries on a broad range of legal issues (eg, employment, safety, privacy, data protection, contracts, tax, international, commercial) across Abt Australia and Abt Britain's legal jurisdictions, under the direction and supervision of the Senior Legal Counsel and with a high degree of professional ethics, integrity and sound commercial judgement • Support the Risk and Assurance Lead and the Compliance Analyst with the legal aspects of Abt Australia and Abt Britain compliance initiatives as needed • Support Abt Australia and Abt Britain's business development and growth teams in relation to the legal aspects of new business opportunities being pursued as needed • Maintain current Queensland legal practising certificate <p>Governance.</p> <ul style="list-style-type: none"> • Support the Senior Legal Counsel in the management of Abt Australia and Abt Britain governance, company secretarial and foreign registration matters as needed <p>Insurance.</p> <ul style="list-style-type: none"> • Support the Senior Legal Counsel in the management of Abt Australia and Abt Britain insurance policies and claims matters as needed <p>General duties.</p> <ul style="list-style-type: none"> • Develop and maintain trusted relationships and high customer service standards with all key internal and external stakeholders, including communicating and negotiating with external parties (eg, clients, regulators, external counsel) and otherwise representing and advocating for Abt externally as needed • Other reasonable duties as required
Key Requirements:	<p><i>Essential:</i></p> <ul style="list-style-type: none"> • Minimum 2 years' prior relevant work experience (in-house legal or law firm) • Degree in law and admission to practise law in Australia • Current Queensland practising certificate (or ability to obtain one) • High level written and verbal communication skills

	<ul style="list-style-type: none"> • Good cultural awareness and ability to build strong stakeholder relationships • High level problem solving and attention to detail skills • Ability to work both autonomously and in a team environment • Ability to work concurrently on multiple complex tasks and to respond to changing priorities <p><i>Desirable (but not essential):</i></p> <ul style="list-style-type: none"> • Experience in relevant areas of law in an in-house context • Experience with legal matters in foreign jurisdictions • Experience with insurance policies and claims • Experience in the international development sector
Abt Associates Values:	<p>The incumbent must demonstrate a high level of commitment to following values of Abt Associates:</p> <p>Mission.</p> <ul style="list-style-type: none"> • I am driven by Abt's mission to improve the lives of people worldwide. • I contribute directly to and positively affect our financial health to expand our mission and sustainable impact around the world. <p>Excellence.</p> <ul style="list-style-type: none"> • I approach my work with discipline and rigor while seeking opportunities for continuous improvement and development. • I set high expectations for myself and others, and take responsibility to coach and teach others. • I will be entrepreneurial and actively pursue innovation, and encourage others to do the same. • I seek to achieve the best outcomes, to maintain Abt's reputation for excellence, even if the path is uncomfortable. <p>Diversity.</p> <ul style="list-style-type: none"> • I value individuals of all races, ethnicities, religions, genders, sexes, sexual orientation and identity, ages, mental and physical abilities, and nationalities. • I actively build a diverse Abt community that collaborates with and reflects those we serve. • I empower and create opportunity, so all voices are heard regardless of background and experiences. <p>Respect.</p> <ul style="list-style-type: none"> • I work to earn, build, and sustain trust. • I treat people with respect regardless of their position or their agreement with me. • I consider the impact that my words, actions, and decisions have on others. <p>Integrity.</p> <ul style="list-style-type: none"> • I do the right thing, even when no one is looking.

	<ul style="list-style-type: none"> • I am accountable for my choices and actions, and I honor my commitments. • I seek to understand and learn from mistakes. <p>Balance.</p> <ul style="list-style-type: none"> • I can flex when I work, where I work, or how I work to meet both personal and professional commitments. • I contribute to an environment where my colleagues can experience balance. • I must balance all of Abt's stakeholders' interests in my decision making.
Core Competencies:	<ul style="list-style-type: none"> • Delivers results • Builds internal and external customer satisfaction and loyalty • Communicates • Sets vision and direction • Demonstrates sound financial and business-related practices • Builds teams and cooperation • Promotes technical excellence and quality • Promotes diversity • Acts as a role model.