

Position Description

Position Title	Senior Lawyer
Reporting To	General Counsel and Company Secretary
Employment Status	Full-time or Part-time (0.8 FTE considered), Ongoing role
Classification	Corporate Support Services Level 5 \$92,787 - \$94,844
Team/Service	Governance and Assurance Network
Direct Reports	Nil
Date	September 2021

ORGANISATIONAL CONTEXT

The Neami Group provides community-based recovery and rehabilitation services that support people living with mental health issues to improve their health, live independently and pursue a life based on their own strengths, values and goals. Neami's vision is full citizenship for all people living with mental health issues in Australian society. We provide services in more than 70 locations, ranging from the inner-city and suburbs to regional and remote parts of Australia.

As one of Australia's most innovative mental health providers, we believe that recovery is an individual process and that with the right kind of support everyone can live a life based on their own strengths, values and goals for the future.

The Neami Group is committed to demonstrating the highest standards of safety and quality across all services. Quality, safety, and clinical governance activities are key responsibilities of all staff and an essential process in the provision of safe and high-quality support services. Neami acknowledges and values diversity and inclusion – we know that it makes our teams, services and organisation stronger and more effective.

POSITION OVERVIEW

The Senior Lawyer plays a key role in the Neami Group. The Senior Lawyer is accountable for supporting Neami on a wide range of legal matters. The person filling the role is required to work flexibly in a changing environment with demonstrated high level analytical and problem-solving skills.

The Senior Lawyer will provide legal advice on various areas including applicable legislation (State and Commonwealth), consent requirements, privacy, contract negotiation, collaboration with funders and general project governance.

THE POSITION

Key position Responsibilities, Duties, and Accountabilities

- Experience in privacy and commercial law
- Experience in health sector/community sector legal work
- Outstanding communication, negotiation and organisational skills
- Outstanding ability to write with brevity, simplicity and clarity to diverse audiences
- Strong legal research skills
- Draft, and provide legal and quality assurance reviews on, organisational Policies, Procedures, and Guidelines
- A willingness to show high motivation, in order to establish priorities, set and maintain deadlines with a demonstrated ability to use initiative

Records Management and Data Responsibilities

- Ensure records management obligations are met, in accordance with Neami National Policies and Procedures. This includes the retention of hardcopy and/or electronic records and ensuring files are accurate and kept up-to-date
- Commitment to understand consumer data requirements and the role of data, monitoring, evaluation and research activity in organisational culture, operations and strategy
- Commitment to support activities related to planning, collection, analysis, reporting and use of consumer data
- Use of data, monitoring, evaluation and research to continuously improve service provision, organisational functioning and the strategic directions

ORGANISATIONAL ACCOUNTABILITIES

- Act at all times in accordance with the Neami National code of conduct
- Work in accordance with Neami National policies and procedures, including adhering to policies on Privacy and Confidentiality and Records Management
- Follow safe work practices for self and others and comply with Neami National Occupational Health and Safety management processes
- Ensure risks are identified, reported, documented and appropriately managed in accordance with Neami Group policies to ensure safe and effective services.
- Proactively work towards achieving individual and team goals, whilst demonstrating Neami National core competencies and values
- Actively engage in Professional Development opportunities and embrace learning opportunities
- Take an active role in promoting and generating quality improvements processes within your area of responsibility and more generally across the organisation
- Have a commitment to promoting a diverse and inclusive environment for all staff, consumers and carers.
- In addition to the position description accountabilities, all staff are expected to undertake any reasonable tasks as directed

THE PERSON

Experience, Knowledge, Qualifications, Skills, and Attributes

Essential

- Tertiary qualifications in law
- Current practicing certificate issued by the Victorian Legal Services Board (or be able to attain this within 3 months).
- 4+ years PQE (we will consider a person with exceptional written and research skills who has less legal practice experience – for example a person that has become a lawyer later in their career.
- Excellent legal research, analytical, and writing skills.
- Excellent verbal and written communication skills with a wide variety of non-legal audiences (Senior Management, service delivery staff, Head Office departments, the Board).
- A willingness to show high motivation to establish priorities, set and maintain deadlines, and juggle changing priorities, with a demonstrated ability to use initiative.
- Strong working knowledge of the entire Microsoft Office suite including, Word, Excel, PowerPoint, and Outlook, and a willingness to learn and use other software programmes.
- National Police clearance

ACKNOWLEDGEMENT OF POSITION DESCRIPTION

This position description is current at date of approval. It may change from time to time to reflect operational needs and changes to organisational reporting relationships.

By signing your employment agreement, you acknowledge that you have read, understood and accept the responsibilities and accountabilities as outlined above in this position description.