

Position description

Position title	: Director, Legal, Risk & Compliance
Reports to	: Executive Director Strategic Business Operations
Employment type	: Part-time (0.8 FTE, 30 hours across the week)
Location	: Sydney or Melbourne
No. of direct reports	: Nil
Date	: November 2020
Approved by	: Suzie Riddell, CEO

The operating environment

SVA overview

Social Ventures Australia (SVA) is a not-for-profit organisation that works with partners to alleviate disadvantage – towards an Australia where all people and communities thrive.

We influence systems to deliver better social outcomes for people by learning about what works in communities, helping organisations be more effective, sharing our perspectives and advocating for change.

As a values-driven organisation, accountability, integrity, respect, and humility underpin our work.

Team overview

The Legal function is part of Connect (Corporate Services) and provides legal, regulatory, risk, insurance, compliance and company secretarial guidance and support across SVA.

Position purpose

The Director, Legal Risk & Compliance is responsible for providing legal, risk and compliance advice and support, as well as company secretarial services, to the organisation to ensure that it complies with its regulatory and contractual obligations, effectively manages its strategic and operational risks and maintains a strong corporate governance culture.

The Director, Legal Risk & Compliance will work together with the Director Legal, Impact Investing to ensure there is an integrated approach to the provision of legal, risk and compliance support across the organisation.

Position responsibilities

The key responsibilities of this position are:

Legal advice and contracts management

- Advising on legal obligations and risks relevant to SVA's activities (other than impact investing)
- Reviewing, drafting, negotiating, and advising on commercial contracts across the business
- Reviewing and updating suite of legal templates
- Conduit for procuring and co-ordinating pro-bono and low-bono legal assistance

Company Secretarial

- Company secretary for SVA's Board, Board Committees, and subsidiaries
- Oversee the preparation of papers for Board and Committee meetings
- Prepare meeting minutes and maintain corporate governance records for the organisation

Regulatory and compliance

- Monitor, review and continually improve the systems, plans, policies, and procedures that comprise SVA's general compliance framework
- Develop and implement training and awareness to embed a compliance culture across SVA
- Manage compliance with SVA's regulatory reporting obligations (e.g. ASIC, ACNC, Fair Trading)
- Managing SVA's work health and safety management framework and WHS committee
- Prepare reports to the Leadership Team and Board on key compliance issues

Risk management

- Maintain SVA's risk management framework, including policies and risk registers
- Co-ordinate and participate in reviews by the Risk Management Committee
- Prepare Board and FAR Committee risk management reports

Insurance

- Prepare and liaise with insurance brokers for the annual renewal of the insurance program
- Responsible for management of the insurance program, including notifications and claims
- Advising on ad hoc queries relating to SVA's insurance cover

Person requirements

To effectively perform this role, the person will require the following:

Knowledge

- Demonstrated knowledge of contractual principles and contracts management practices
- Demonstrated knowledge of corporate governance principles
- Demonstrated knowledge of key regulatory regimes applicable to SVA's activities, including NFP / charities and fundraising, privacy and work health and safety
- Familiarity with risk management frameworks, principles, and processes

Experience

- Minimum 8-10 years PQE, with at least 3 years' experience in-house
- Demonstrated experience advising on legal and regulatory issues at a senior level
- Significant experience in drafting, negotiating, and advising on a variety of commercial contracts
- Demonstrated company secretarial experience
- Demonstrated experience in compliance, including reviewing, designing, and implementing compliance frameworks, policies, and procedures
- Experience in a not-for-profit environment highly desirable
- Experience in risk management, insurance and work health and safety highly desirable

Qualifications

- Tertiary qualifications in law
- Current Australian practising certificate authorising practice as a solicitor

Skills & Abilities

- Passion and commitment to working in the social sector and on society's most important challenges
- Excellent interpersonal skills and ability to develop positive working relationships at all levels
- Analytical, risk-based, and practical approach to solving legal, commercial, and operational issues
- Excellent verbal, drafting and written communication skills
- Ability to multi-task and prioritise issues from a risk-based, business, and strategic perspective
- Team player who is able to work independently and exercise initiative in achieving results
- Ability to help facilitate and contribute to a learning and compliance culture
- Solid computer skills including Microsoft Office (Word, Excel, SharePoint, Outlook, PowerPoint).

Special Requirements

Ability to travel nationally on occasion, as required