

POSITION DESCRIPTION



Function	Legal & Industrial
Position Title	Manager Legal & Industrial
Responsible to	General Manager
Number of positions reporting to this role	Up to 6
Delegations	\$5,000
Qualifications/Experience	<ul style="list-style-type: none">• Tertiary qualifications in Law• Minimum five years' post-admission experience• Sound industrial relations and employment law experience• Unrestricted Practising Certificate
Date Approved	DRAFT

Role Statement

The role of the Manager Legal & Industrial (Manager) is to supervise, provide leadership, coordinate and manage the AFPA's Legal & Industrial team, and the provision of advice to, and representation of, members of the AFPA in relation to employment related problems.

The Manager will supervise and coordinate the work of Industrial Officers and Industrial Research Officers, building capability within the Legal & Industrial team to ensure timely high-quality advice, advocacy and assistance is provided to members.

The Manager is also responsible for maintaining and managing the in-house legal work undertaken by the Legal & Industrial team, including being the supervising legal practitioner, building and maintaining an in-house legal capability, appearing before Courts and Tribunals on behalf of members and the AFPA, providing legal advice to the Executive, and liaising with and instructing external legal providers.

The Manager keeps the President and Executive informed on significant Legal & Industrial matters and trends, and also provides input into the development of internal policies of the AFPA and external policy positions on Legal & Industrial issues impacting our members, including on legislative changes which impact the broader membership.

The Manager is responsible for ensuring the Legal & Industrial team is performing its function in line with the strategic priorities of the AFPA.

Main duties include:

- Leading and ensuring the provision of quality and timely industrial advice to, and representation of, members of the AFPA by the Legal & Industrial team
- Management and supervision of legal work undertaken by the Legal & Industrial team
- Coordination of proceedings before Courts and Tribunals on behalf of members or the AFPA
- Appearing as advocate (where appropriate) in matters before Courts and Tribunals, and building capability within the Legal & Industrial team in relation to legal practice
- Negotiate and liaise with key stakeholders to resolve disputes and issues faced by members
- Briefing and instructing external legal providers on behalf of members or the AFPA
- Monitor and manage Legal & Industrial Team members' professional development, leave, caseloads, performance and conduct
- Provide advice to the President and the Executive on Legal & Industrial issues, including on workplace/industrial trends, legislative or policy changes proposed by the AFP or Government, and emerging threats and opportunities that may affect AFPA strategic agenda
- Provide input, support and advice in relation to enterprise agreement negotiations
- Support the General Manager with development and oversight of AFPA governance instruments, preparation of statutory compliance reports, and related requirements
- Develop and maintain beneficial working relationships with key areas of the: AFP (People Strategies, Industrial Relations, AFP Legal, Professional Standards, and the Senior Executive); Commonwealth Ombudsman; and, Comcare
- Support the AFPA delegate network through assistance with delegate training and maintaining relationships with delegates
- Provide support to development and implementation of strategies to attract new members and retain current members
- Organise and facilitate visits and out-reach clinics by the Legal & Industrial team and, where appropriate, address work-area meetings about employment and industrial issues
- Prepare reports or provide input for AFPA publications, website, bulletins, and other updates on AFPA activities and issues and prepare communications to members as required.