



# Legal Counsel – EL 1

\$112,682 to \$122,848 plus 15.4% super



*Charity begins at work*

# Join our team

## The role

We are seeking experienced Legal Counsels to join our Legal and Policy team.

As a **Legal Counsel** at the Australian Charities and Not-for-profits Commission (ACNC), you will work in a fast-paced environment with the responsibility of managing legal and strategic risks. You'll research, analyse, and provide timely high quality legal advice on a range of areas of law in a regulatory context, including administrative, privacy and charity law. You may also be required to manage litigation.

You will have the opportunity to collaborate and build relationships with a range of stakeholders and to develop and deliver training to staff on their legal responsibilities.

## Our ideal candidate

- > is experienced in charity, administrative and/or regulatory law and practice
- > confidently instructs solicitors and/or counsel in legal proceedings and litigation cases
- > researches, analyses and develops legislation, policy or regulatory reform
- > provides high level, accurate legal advice within tight time frames
- > communicates complex legal concepts to a range of audiences
- > has qualifications in law and the ability to obtain a current practicing certificate.

These roles may be offered on an ongoing or non-ongoing basis in **Melbourne CBD**. If you are found suitable but do not receive a job offer, we'll add you to a list of people we can contact about similar jobs that become available. This is called a merit pool.

The Australian community requires the highest integrity of ACNC staff. Our ideal candidate also acts with integrity, makes ethical decisions and embodies our [cultural traits](#) and APS values.

You must agree to [pre-engagement integrity checks](#) to work for us. These roles require a Baseline [security clearance](#).

We may conduct further integrity checks during the course of your employment.

You must be an Australian citizen to work for the ACNC.

Aboriginal and Torres Strait Islander candidates are encouraged to apply.

## About the area

The Legal and Policy team is responsible for managing legal risks. We work closely with the Assistant Commissioner General Counsel and Directorates to provide legal advice on a wide range of legal issues including regulatory issues, as well as administrative and charity law.

In addition to providing legal advice, we provide input into legal and policy reform. We manage the drafting of memoranda of understanding with other government agencies and deliver training to staff to ensure they are aware of their legal obligations.

## Our work

The Australian Charities and Not-for-profits Commission (ACNC) is the independent national regulator of charities.

The ACNC determines whether an organisation meets the legal definition of charity and we work to ensure charities understand and meet their obligations by providing guidance and support.

When charities are not meeting their obligations, we investigate and take appropriate action to ensure charities are well governed and that charitable funds are used for their intended purposes.

We help the public understand the work of the charity sector by maintaining the [ACNC Charity Register](#) — an online, searchable register of information about charities.

We work with state and territory and other Commonwealth government agencies to reduce unnecessary red tape for charities. Our aim is to harmonise and simplify reporting for charities and align their regulatory obligations.

The ACNC is a stand-alone government agency and we operate independently of the Australian Taxation Office. The Australian Taxation Office assists the ACNC by providing a range of services including recruitment through an official agreement.

## Our people

Located in Melbourne CBD, we are proud to have a diverse workforce that understands our vision and purpose and is made up of people who are committed to achieving our Corporate Priorities.

We work hard to attract and retain talented staff. We promote a people-centred culture that models our values and understands our vision and purpose.

ACNC staff are employed under the *Public Service Act 1999* by the Commissioner of Taxation, specifically for the purpose of assisting the ACNC Commissioner.

## Our offer

We offer the opportunity to work for a competitive salary. We offer flexibility and the opportunity for hybrid work to provide work/life balance for you, generous leave (with the ability to purchase more) and 15.4% superannuation.

ACNC staff are subject to the directions of the ACNC Commissioner and are covered by the [ATO enterprise agreement](#).

Find out more about the [ACNC](#) and the culture [ACNC - Culture Plan](#).

## How to apply

[Apply now](#) by submitting your tailored resume along with a statement outlining your skills, knowledge and experience against the role description and our ideal candidate information above. You can preview the application form for more information.

- > Submit your application via our online recruitment system by: **11:00pm AEDT Monday 13 February 2023**.
- > If you have questions regarding this role or the recruitment process, email the contact officers [Suhanya.Mendes@acnc.gov.au](mailto:Suhanya.Mendes@acnc.gov.au) or phone **(03) 8632 5431** or [Joanna.Austin@acnc.gov.au](mailto:Joanna.Austin@acnc.gov.au) or phone **0468 576 177**.
- > You can let us know about any adjustments or assistance you may need to participate in the recruitment process when completing the application form.
- > [RecruitAbility](#) applies to this role.