

POSITION DESCRIPTION

POSITION TITLE	Legal Counsel
LAST UPDATED	June 2023
DEPARTMENT	Legal
REPORTS TO	Senior Legal Counsel & Company Secretary
CLASSIFICATION	Full Time / 0.8
DIRECT REPORTS	Nil
LOCATION	Melbourne
STATUS	Hybrid position
ENVIRONMENT	<p>AFL SportsReady (AFLSR) is a national not for profit employment and education company that has facilitated employment, education for thousands of Australians since 1994. Whilst having a history of excellence in the football industry, we now work across sectors including the arts and creative industries, education, business and the broader sports and recreation sector. As part of this work, we support many trainees right across the country through our Group Training operations.</p> <p>We continue to increase our footprint through our growing First Nations employment program, the expansion of the work we do through our Registered Training Organisation, SportsReady Education, and our well established ArtsReady program.</p> <p>AFLSR is governed by a volunteer Board of Directors, and has a passionate team of over 80 staff. With offices in all states across the country, we enjoy excellent relationships with a range of corporate partners, all levels of Government and community.</p>
VALUES	<p>AFLSR’s values represent who we are, and what we hold as most important. Our values are:</p> <p>Respect – we listen to and learn from others Excellence – we strive for excellence in all that we do Pride – we have pride in what we do and where we work Ethics – we are ethical in our decision-making and behaviour Accountability – we do what we say we will do Team – together we are more than the sum of our parts</p>
PRIMARY PURPOSE OF THE ROLE	<p>The primary purpose of the role is providing in-house legal advice across all company matters with a focus on compliance / regulation, employment and commercial matters.</p> <p>The role supports the Senior Legal Counsel & Company Secretary, and provides legal advice and implements activity to support compliance with relevant legal, statutory and regulatory requirements.</p>
KEY RESPONSIBILITIES	<p>Legal advice and support for employment-related matters</p> <ul style="list-style-type: none"> ▪ Provide high quality and timely legal advice on a range of employment-related matters including disciplinary issues, workplace investigations, health and safety, workplace relations matters, discrimination legislation and general employment law advice relating to trainees, apprentices and operational staff.

- Work with Field Officers, Managers and other staff on management of workplace relations matters.

Provision of organisational legal advice

- Provide high quality and timely legal advice and other support to the organisation, in relation to a broad range of areas including but not limited to statutory and compliance requirements, commercial law, privacy and copyright law and any existing or prospective laws and compliance regulations.
- Work with the the Senior Legal Counsel & Company Secretary to manage potential or on-foot litigation and advise on claims.
- Monitor changes and developments in the legal and regulatory environment.
- Identify and act on risks in consultation and in collaboration with team members.
- Prepare and present detailed reports and briefs and correspondence as needed.

Analysis and preparation of contracts and legal documentation

- Analyse, interpret and advise on a range of operational and transactional contracts including the service agreements, employment contracts, federal awards, enterprise agreements and foundation agreements that underpin the business.
- Prepare a range of agreements and other legal documents.

Work Health and Safety, Child Safety and Operational Risk matters

- Support the Senior Legal Counsel & Company Secretary in undertaking work across WHS and with the Operational Risk Management and Compliance Committee.
- Work with Leagl team on AFL SportsReady's Child Safe obligations.
- Work with legal team on privacy and data security, including participation in organisational improvement projects.

Policy and Project work

- Contribute to compliance and risk-related continuous improvement projects.
- Develop policies and procedures as required.
- Assist with audits and tender applications as required.
- Lead or engage in major workplace projects as required.

General

- Assist the Senior Legal Counsel & Company Secretary in preparing Board papers as needed.
- Provide input, guidance and develop documentation in respect of general operational matters as required.
- Build strong professional relationships and rapport with colleagues on a national basis.

Other duties

- The employee may be expected to perform other duties as required.
- This position may involve interstate travel from time to time.
- This may involve after hours work for urgent or unexpected matters.
- This position is expected to participate in key company activities such as team and all staff meetings.

Essential

- Tertiary qualifications in law;
- Currently hold, or be eligible to hold, a practising certificate in Australia;
- Relevant legal experience in a law firm or in-house (minimum 3 years);

**QUALIFICATIONS,
EXPERIENCE, SKILLS
and VALUES**

- Well-developed written and oral communication skills including the capacity to explain in simple terms legal concepts to people without legal experience;
- Excellent legal analytical skills with attention to detail;
- Superior problem-solving skills with high level of initiative, and a hands-on and collaborative problem-solving approach;
- Effective time management, and ability to prioritise competing demands;
- Able to maintain highly effective and collaborative relationships with internal and external stakeholders;
- Commitment to, and ability to implement, best practice safety, environment and workplace relations standards;
- Demonstrated understanding and practice of respect for people across a range of backgrounds and cultures;
- Current Working with Children Clearance and police check; and
- Up to date COVID-19 vaccination status, including any relevant booster shots in line with ATAGI recommendations.

Desirable

- Experience in employment, workplace relations or contract / commercial law.
- Prior experience or knowledge of not for profit organisations.

AFL SportsReady is committed to providing and maintaining a working environment which is safe and without risk to the health of its workers. AFL SportsReady employees are required to maintain their 'up to date' COVID-19 vaccination status in accordance with the Australian Technical Advisory Group on Immunisation (ATAGI) recommendations.