



# Join our team

## The role

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

As a **Legal Counsel** in the Australian Charities and Not-for-profits Commission (ACNC), you will be part of a small team in a fast-paced environment, where you will exercise sound professional judgment to manage 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 charity law, administrative law and privacy law. You may also be required to manage litigation and to develop and deliver training to staff on their legal responsibilities.

You will provide legal advice to staff throughout the ACNC on matters such as:

- assessing whether an organisation is entitled to registration as a charity or a subtype of charity
- decisions to revoke registration or exercise enforcement powers
- the guidance and education materials published by the ACNC
- drafting and reviewing Commissioner's Interpretation Statements and Decision Impact Statements
- evaluating the impact of proposed legislative changes
- interpreting provisions of the ACNC Act, the Charities Act and regulations made under them.

You will also have the opportunity to collaborate and build relationships with a range of internal and external stakeholders.

## Our ideal candidate

- > is experienced in charity law, administrative law or regulatory law and practice
- > confidently instructs solicitors or counsel in legal proceedings
- > has outstanding research and analytical skills, providing clear and succinct advice on complex legal concepts
- > is a strong leader who builds capability, mentors and influences less experienced colleagues
- > effectively communicates complex legal concepts to a range of audiences
- > has a Bachelor's degree (or higher) in Law, with 3 years post admission experience, and holds or is eligible to hold a practising certificate in Australia.

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'll need to agree to [pre-engagement integrity checks](#) to work for the ACNC. These roles require a Baseline [security clearance](#). We may conduct further integrity checks throughout your employment.

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

We encourage Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse people and people with disability or neurodivergence to apply.

## About the area

The Legal team is responsible for managing legal risks within the Australian Charities and Not-for-profits Commission. We work closely with the Assistant Commissioner General Counsel and provide legal advice to the Commissioner and the other Directorates in the ACNC on a wide range of legal issues including regulatory issues, administrative law 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.

## Share our passion for purpose

Joining the Australian Charities and Not-for-profits Commission (ACNC) means joining a small and dynamic regulator that supports good governance by the organisations that help the community most. We are based in Melbourne and offer attractive benefits to our diverse, passionate, friendly staff. We contribute to public trust and confidence in the charity sector through our work as the only government agency that *works* exclusively with charities.

### Our Purpose

The ACNC is the independent, national regulator of charities in Australia.

We maintain a free online searchable register of charity information which is available to the public. The charity register helps the organisations and people that help the community such as charities, donors, philanthropists, grant-makers, researchers, and volunteers understand the work of charities.

Our work contributes to maintaining public trust and confidence in charities and supporting a thriving sector. We assess new applications for registration, provide guidance and resources to charities to promote good governance practices and assist them in meeting their obligations to remain registered. We also investigate concerns, taking action where necessary. We continue to focus on the removal of unnecessary red tape to reduce the administrative burden on charities.

We are committed to providing exceptional customer service and delivering on our objectives. Our contribution makes a difference to the Australian community, whether that's a charity directly, someone in need or a donor.

Read more about us and our objects here: [www.acnc.gov.au/about](http://www.acnc.gov.au/about).

### Our People

We are highly skilled specialists who are passionate about the charity sector, about making a difference and contributing to the sector through our work.

We are community focused, supportive, caring, diverse, and inclusive - reflecting the sector we serve.

We value our team as people, and the health and wellbeing of our people is a priority. Our managers are supportive and provide a safe and healthy working environment for our people.

Collectively we work hard to attract and retain talented people.

Hear more from our people: [www.acnc.gov.au/about/careers-acnc](http://www.acnc.gov.au/about/careers-acnc)

## Our Culture

We are proud of the culture we have created at the ACNC.

We come together as 'One ACNC' where our people belong, we continually evolve, share a purpose, and are supported and connected. As a small agency, staff know each other by name, and we operate as one team. Staff can talk with colleagues from all levels including the leadership team on any given day. We have a range of activities on offer with an active Social Club, People Network, micro-learning sessions, and an Innovation Hour.

In 2022, we ranked number one in small agencies for staff who would recommend their agency as a good place to work.

Learn more about our Culture Plan: [www.acnc.gov.au/about/acnc-culture-plan](http://www.acnc.gov.au/about/acnc-culture-plan)

## Our Benefits

As part of the APS, we offer secure employment and receive a competitive salary. ACNC staff are employed under the [Australian Taxation Office's Enterprise Agreement](#) which offers exceptional employment conditions including payments of 15.4% super on top of your annual salary, as well as salary sacrificing options.

In addition to standard leave provisions, we provide additional paid leave between Christmas and New Year. We can access a range of leave options including flex leave, the ability to work part time or compressed hours and generous paid parental leave. We can also purchase additional weeks of annual leave.

All staff have access to a free employee assistance program and a range of health and wellbeing support services.

We invest heavily in training for our people, including learning and development courses and access to higher education programs to grow skills and capabilities.

## Our Environment

Our team of approximately 150 people is based in Melbourne's Docklands, in a modern open-plan office. You can see the person you work for and the people you work with. We have a range of spaces including collaborative meeting rooms, and quiet spaces for staff to utilise.

We operate in a hybrid working model, that provides increased flexibility and supports work-life balance with the opportunity to work from home, with innovative technology supporting this approach.

Our office is a short walk from Southern Cross Station, and there is a tram stop outside the door. We have a variety of food, coffee and conveniences all located within our precinct.

We work in a unique operating environment as a small independent regulator with access to the support, systems and infrastructure of a larger agency. We also have access to the ATO's facilities including end of trip, prayer rooms and nursing rooms. We consider this the best of both worlds!

## How to apply

- > [Apply now](#) to submit your application via our online recruitment system by: **11:00pm AEST Thursday 11 September 2025**. You can preview the application form first to find out more.
- > Your application will need to include a written response and a tailored resume, outlining how your skills, knowledge, experience, and cultural alignment demonstrate why you're our ideal candidate.
- > If you need adjustments including alternate formats or assistance to participate in the recruitment process let us know when you complete the application form or get in touch with the contact officer.
- > Referee checks form part of our selection process and will be completed after interview.
- > Shortlisted candidates will be invited to an interview.
- > If you are found suitable, you'll be placed in a merit pool for this role. The merit pool may be used to fill other similar vacancies in **Melbourne CBD**. The merit pool is valid for 18 months from the date the role was advertised.
- > [RecruitAbility](#) applies to this role.

## Need more help

If you have questions about this role or recruitment process, including requests for adjustments, email the contact officer [Bradley.Dylan@acnc.gov.au](mailto:Bradley.Dylan@acnc.gov.au) or phone **(03) 8612 6999**.