

Legal Officer

Position Description



POSITION TITLE	Legal Officer
DEPARTMENT	Office of the President & CEO (OPCEO)
WORK LOCATION	Melbourne, CBD
CLASSIFICATION	RANZCP 3
EMPLOYMENT STATUS	Permanent, full time
REPORTS TO	Special Projects

ABOUT THE COLLEGE

The Royal Australian and New Zealand College of Psychiatrists' (RANZCP) purpose is to lead, connect and be accountable for strengthening psychiatry in Australia and Aotearoa New Zealand.

Our vision is leading the transformation of how mental illness is understood, experienced and treated.

We are responsible for training, educating, and representing psychiatrists in Australia and Aotearoa New Zealand. We are dedicated to delivering on our commitment to:

- Training, education and learning that increases capability and quality.
- Advocacy and collaboration to improve access and equity.
- Creating a connected and contemporary College for community and member benefit.

The RANZCP is governed by a Board of Directors and has a passionate team of staff across our two countries. As a bi-national organisation we support a large number of committees, work closely with our members, and enjoy strong relationships with all levels of government and with other stakeholder organisations.

The RANZCP draws strength and pride from our diversity and is committed to providing a safe and accessible workplace for our team, members and the broader community. Our commitment to diversity and inclusion is supported by our Reconciliation Action Plan (RAP), Gender Equity Action Plan (GEAP) and Lived Experience Strategy.

OUR VALUES

Collaboration

We are consultative and listen with humility.

We foster a connected profession and work in partnership across disciplines, systems and communities.

We know that meaningful progress in mental health requires shared responsibility and collective effort.

Equity

We are committed to fairness, inclusion and cultural safety.

We seek to actively address inequities.

We embed diverse perspectives, including those of Aboriginal and Torres Strait Islander peoples, Māori, and people with lived and living experience, across all that we do.

Integrity & Respect

We act with honesty, transparency and accountability, and uphold dignity and professionalism in all our interactions.

We create environments where people feel safe to speak, to be heard, and to contribute.

Impact

We translate intent into action.

We are purposeful, responsive and focused on delivering meaningful and measurable improvements in psychiatry and mental health systems.

Acknowledgement of Country

We acknowledge Aboriginal and Torres Strait Islander Peoples as the First Nations and the traditional custodians of the lands and waters now known as Australia, and Māori as tangata whenua in Aotearoa, also known as New Zealand. We recognise and value the traditional knowledge held by Aboriginal and Torres Strait Islander Peoples and Māori.

We honour and pay respect to the Elders past and present, who weave their wisdom into all realms of life - spiritual, cultural, social, emotional, and physical.



The RANZCP artwork was created by Jordan Lovegrove, of the Ngarrindjeri people of the lower Murray River. The two meeting places, concentric circles, are shown as neurons communicating with each other, representing healthy brain functionality. The yellow stars represent wellbeing and positive thoughts transmitting throughout the mind. This artwork is reproduced with the artist's permission.

Recognition of Lived and Living Experience (LLE)

We recognise those with lived and living experience of mental health challenges and distress, their chosen families, whānau, carers and kin. Their contributions, diverse perspectives, insight, and courage keep us grounded and inclusive, and focused on humanity, healing, and hope.

We strive to work in genuine partnership in all that we do, honouring their voices by centring their experiences and expertise.

ROLE OBJECTIVE

The Legal Officer provides general legal advice and support across a range of operational matters. Working in collaboration with external legal partners, the role helps the College navigate legal and regulatory requirements, supports sound decision-making, and assists in maintaining strong governance and compliance practices.

KEY RESPONSIBILITIES

<p>Legal Advisory & Support</p>	<ul style="list-style-type: none"> • Provide general legal advice on day-to-day operational and organisational matters, escalating complex or high-risk issues to external legal advisers as required. • Interpret legislation, regulatory obligations, constitutional requirements and organisational policies, translating legal requirements into clear and accessible guidance. • Identify legal and regulatory risks and support leaders to implement appropriate mitigation strategies. • Support the management of legal matters including complaints, appeals, investigations, subpoenas, information access requests and regulatory matters. • Coordinate engagement with external legal counsel, including briefing preparation, document collation, matter tracking and progress monitoring, to ensure external support is well-directed and efficient. • Review and provide advice on organisational processes, policies and documentation to identify legal issues and recommend improvements. • Prepare clear legal briefings, reports and recommendations to support management and governance decision-making.
<p>Stakeholder Support</p>	<ul style="list-style-type: none"> • Build collaborative working relationships across the College, providing accessible and responsive legal support. • Develop practical legal guidance, templates and resources to improve staff capability and reduce legal risk. • Deliver briefings on relevant legal matters to staff and governance bodies where appropriate.
<p>Teamwork</p>	<ul style="list-style-type: none"> • Collaborate effectively to achieve team goals, respecting diverse perspectives and working styles and team member's needs. • Demonstrate and uphold the core values of the RANZCP.
<p>Work Health Safety</p>	<ul style="list-style-type: none"> • Uphold and model safe work practices, including psychosocial safety, in line with workplace health and safety policies. • Take reasonable care for your own health and safety and that of others, complying with all relevant policies, procedures, and the Code of Conduct. • Support and participate in health, wellbeing, access, and equity initiatives in the workplace.

Inclusion	<ul style="list-style-type: none"> • Actively contribute to a culturally safe, person centred, and inclusive workplace environment, valuing diverse perspectives and lived experience within a binational context. • Support the implementation of the RANZCP's Reconciliation Action Plan (RAP), including participation in relevant events, projects and initiatives.
Additional Responsibilities	<ul style="list-style-type: none"> • Additional and occasional responsibilities as discussed and agreed with manager.

KEY SELECTION CRITERIA

Essential	<ul style="list-style-type: none"> • Tertiary legal qualification recognised in Australia, with a current Australian practicing certificate or eligibility to obtain one. • Demonstrated experience providing practical in-house legal advice across a range of matters. • Ability to interpret complex legal issues and provide clear, pragmatic and balanced advice to support organisational decision-making. • Experience reviewing contracts, policies and legal documentation. • Highly developed written and verbal communication skills, with the ability to present legal information clearly. • Demonstrated ability to build and maintain effective working relationships with internal stakeholders and external legal partners. • Demonstrated sound judgement, discretion and organisational capability to manage confidential, sensitive and competing legal matters effectively.
Desirable	<ul style="list-style-type: none"> • Experience working in an in-house legal function, professional regulatory body, higher education, healthcare, membership or not-for-profit environment. • Experience supporting complaints, appeals, administrative decision-making or regulatory review processes.
Checks, Licences & Registration	<ul style="list-style-type: none"> • National Police Check
Other information	<ul style="list-style-type: none"> • This role may involve regional, interstate and overseas travel.

Revision record

<i>Date</i>	<i>Version</i>	<i>Approved</i>	<i>Department</i>
<i>May 2026</i>	<i>1.0</i>	<i>People and Culture</i>	<i>OPCEO</i>