

Senior Legal Counsel

Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.

Position Number	0706
Classification	Category 3Enhanced
Section/Unit	Legal and Governance / Legal
Reports to	General Counsel
Hours of Work	35 hours per week
Suitable for Job Share	YES

Scope of Position

The Senior Legal Counsel is part of the Legal and Governance Unit and the position provides pragmatic and proactive legal, strategic and commercial advice on compliance, regulatory obligations, transactions and activities that are of most importance to Oxfam Australia, and from time to time, on governance. The Senior Legal Counsel is expected to draw from a diverse legal background grounded in commercial legal practice, ideally with experience in one or more of the following areas; commercial or corporate law, privacy, charity law, tax law, dispute resolution, employment law or international public law.

Oxfam's Australian legal team is a small team that connects with other lawyers through the Oxfam International Shared Legal Service. The Senior Legal Counsel works with multi-disciplinary teams across a broad range of areas including commercial and organisational transactions, innovation projects, fundraising, First Peoples programs and international programming, policy and advocacy.

The Senior Legal Counsel works independently to identify and evaluate strategic legal risks or opportunities and develop or recommend proposed controls to manage legal risk, exercise judgment and discretion, and manage their own time to ensure that tasks are completed efficiently and in line with the organisation's objectives.

Key Responsibilities

- Provide strategic legal advice to all levels of the organisation, including the Chief Executive, and members of the Executive Leadership Group and Executive Leadership Team;

- Engage closely with all business units and provide independent and objective advice on external legal developments, legal questions, legal risks and opportunities across the organisation's activities, including on:
 - contracts;
 - arrangements with suppliers and partners;
 - property leases;
 - fundraising and philanthropy (including bequests, key supporter relationships, arrangements with Government and other institutional donors, grant makers and philanthropic foundations);
 - brand and reputation;
 - advocacy; and
 - privacy.
- Work with other Oxfam Affiliates, prospective Affiliates, country teams and other members of the Oxfam Confederation;
- Manage regulator inquiries, prospective legal claims and / or litigation;
- Lead on and actively participate in internal committees and working groups on behalf of the Legal team, as required;
- Assist the General Counsel with preparation for Board meetings, including the development / drafting of Board papers on behalf of the Legal team;
- Act as the General Counsel during periods of leave;
- Engage with the sector and represent Oxfam Australia at charity and / or not-for-profit events and networking groups; and
- Support and enable the success and delivery of Oxfam's strategy.

People Management

- Support the General Counsel in line managing one or more external members of the team - either a legal secondee, paralegal or intern - which may include assistance with recruitment and selection, performance management and development;
- Ensure any staff under management demonstrate good human resource practice and comply with agency policies and procedures; and
- Ensure compliance with safe work practices, procedures and instructions in accordance with legislation and Oxfam Australia WHS policies and procedures for self and for staff under management.

Living our Values

Your strong commitment to Oxfam Australia's values will be essential in achieving desired results in all aspects of our work.

- **Equality:** We believe everyone must be treated fairly and have equitable access to rights and opportunities.
- **Empowerment:** We foster a culture of trust where everyone has the tools, information, and safety to make decisions, take ownership, and grow through learning — including from mistakes

- **Solidarity:** We collaborate across boundaries and sectors, guided by integrity and shared purpose, to promote human rights, advance justice, and work towards a just and sustainable world.
- **Inclusiveness:** Ensuring all perspectives are welcomed and valued and calling out exclusionary behaviours when they arise to foster a truly respectful and inclusive workplace.
- **Accountability:** We act with integrity and take responsibility for following through on our commitments — to each other, to our partners, and to the communities we serve
- **Courage:** We speak up, own our mistakes, and embrace bold, thoughtful action that addresses the root causes of problems and inequity to create meaningful change

Technical Knowledge & Experience

- A diverse legal background grounded in commercial legal practice, ideally with experience in one or more of the following areas; commercial or corporate law, privacy, charity law, tax law, dispute resolution, employment law or international public law.
- Knowledge, experience in and understanding of highly regulated contexts (for example, large national or international organisations, government procurement, compliance, insurances, liabilities and confidentiality);
- Experience working on complex projects across a number of practice areas and with a wide range of stakeholders.
- Hold a Bachelor of Laws or JD and be a lawyer qualified and admitted to practice in Australia and eligible to hold a practising certificate, with 5 years PQE.

Personal Skills & Attributes

- A team player but also able to lead and self-actualise work independently with minimal supervision
- Ability and comfort with complex and new information, across a breadth of issues and changing direction and re-prioritising to respond to new or emerging business critical matters
- Comfortable working on a range of systems and technology platforms to link with international and Australian colleagues
- Customer and goal focus
- High degree of emotional intelligence, humility, resilience, discretion and maturity
- A strong interest and experience in the international development/charitable sectors
- Growth mindset and desire to cross skill
- Flexibility in work undertaken in order to assist colleagues and the organisation
- Sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities.
- Openness and willingness to learn about the application of gender/gender mainstreaming, women's rights, and diversity for all aspects of development work.
- Commitment to Oxfam's safeguarding policies to ensure all people who come into contact with Oxfam are as safe as possible.

Travel

Infrequent interstate travel may be a requirement of the position. It is a condition of employment that staff abide by all agency security and safety protocols, policies and procedures and the Oxfam International Security Protocol.

Child Safeguarding

As an agency undertaking work both nationally and internationally and in humanitarian response, OAU takes its duty of care seriously to safeguard children and recognises that it must meet community expectations and the trust placed in its personnel to maintain the highest standards of conduct with children. Therefore, all positions within OAU are required to understand and comply with the Child Safeguarding Policy, Code of Conduct, toolkit and Social Media User Policy.

- This role requires access to information relating to children.
- This role involves making decisions which may affect children, including volunteers and other supporters under the age of 18.