



Position Title	Legal Counsel
Department	Finance Governance and Risk
Location	Naarm / Melbourne CBD, Wurundjeri Woi-Wurrung lands / Australia
Capability Framework Level	Level 3 - Leading
Date Reviewed	August 2026

Incumbent Name	VACANT
Signature	

College Overview

The Australasian College for Emergency Medicine (ACEM) is a not-for-profit organisation responsible for the training, assessment and continuing professional development of emergency physicians as well as the advancement of professional standards in emergency medicine in Australia and Aotearoa New Zealand.

Our vision is to be the trusted authority for ensuring clinical professional and training standards in the provision of quality, patient-focused emergency care.

Our mission is to promote excellence in the delivery of quality emergency care to all our communities through our committed and expert members.

The ACEM Core Values which employees and members hold themselves and others accountable are:

- Equity
- Respect
- Integrity
- Collaboration

Department Overview

The Finance, Governance and Risk Department supports the College as the function ensuring the effective governance and financial sustainability of the College. The Governance and Risk Division is the conduit between the College Board and College Executive and leadership to inform the achievement of organisational priorities, as well as the liaison between members

of the public, external organisations and the College Fellows, members and trainees. As part of its oversight role in managing assistance to the ACEM Board and associated entities, including matters pertaining to the President, CEO, and Executive, the Department handles regulatory and legal affairs, compliance, as well as all external matters relevant to legislative requirements.

Position Purpose

Reporting to the Chief Financial Officer, the Legal Counsel is the College's principal internal legal advisor, responsible for providing strategic and operational legal advice across all areas of the organisation.

Working closely with the Executive, Board, managers and project teams, the role provides authoritative advice on governance, commercial contracts, corporate compliance, employment and regulatory matters, strengthens governance frameworks and contract management practices, and proactively identifies emerging legal risks and opportunities.

The role operates with a high degree of autonomy and professional judgement, providing practical, commercially focused advice that protects the College's legal, financial and reputational interests without requiring day-to-day legal supervision.

Key Responsibilities

The key responsibilities of the role shall include, but not be limited to:

- Provide timely, practical and risk-based legal advice to the Executive, Board and management on a broad range of legal matters, including complaints, reconsiderations, reviews and appeals.
- Interpret legislation and regulatory obligations impacting the College across Australia and Aotearoa New Zealand.
- Advise on corporate governance, constitutional matters, delegations, Board decision-making, governance risks and conflicts of interest, including support to the Board and Committees where complex legal issues arise.
- Provide strategic, commercially pragmatic legal advice that balances legal risk with organisational objectives and supports sound decision-making.
- Lead continuous improvement of the College's governance framework, ensuring practices remain aligned with legislative and regulatory obligations.
 - Lead the College's contract management framework, and draft, negotiate and review commercial agreements including technology, procurement, consultancy, funding, partnership, licensing and confidentiality agreements.
- Identify emerging legal and regulatory risks, develop practical mitigation strategies, and support enterprise risk management through legal risk assessments.
- Work collaboratively with Executive to ensure compliance obligations are embedded into operational practice.
- Provide specialist legal advice on employment matters, including complex employee relations.
- Support procurement activities and vendor negotiations.
- Provide legal input into governance reform and organisational change initiatives, partnering with project teams to identify legal implications early in project design.
- Manage relationships with external legal providers, briefing external counsel where necessary.
- Other responsibilities as delegated by Management within the scope of this position.

Key Skills, Qualifications and Attributes

Essential

- Bachelor of Laws (Legum Baccalaureus or Juris Doctor)
- Admission as a legal practitioner, with a current Australian or Aotearoa New Zealand practising certificate (or eligibility to hold one).
- Post-admission experience providing legal advice across multiple disciplines, including governance and corporate law.
- Commercial contract drafting and negotiation experience.
- Demonstrated ability to provide pragmatic legal advice to senior executives, underpinned by a strong understanding of regulatory compliance and risk management.
- Excellent written communication and drafting skills, with exceptional judgement in balancing legal risk with organisational outcomes and the ability to influence senior stakeholders through trusted advice.
- High level of discretion and confidentiality.
- **Desirable**
- Experience working within a not-for-profit, member-based organisation, regulator, university or health environment.
- Understanding of Australian and New Zealand legal frameworks.

Key Capabilities

ACEM has a Capability Framework that describes the technical and non-technical capabilities expected to be executed. For the role of Legal Counsel, the key capabilities include:

Effective communication:

- Able to communicate effectively in complex and unfamiliar environments.
- Produces clear written content to effectively communicate operational and strategic outcomes.
- Adapts and adjusts communication style for a range of audiences, situations and environments.
- Role models open, transparent communication by sharing relevant information, feedback and expectations at individual and team level.
- Creates regular opportunities to collaborate and consult with a wide range of internal stakeholders.

Stakeholder engagement and management:

- Drives communication and connectivity between key internal stakeholder groups; shares relevant information.
- Able to anticipate stakeholder behaviour and tailor response accordingly.
- Proactively maintains and enhances key stakeholder relationships.
- Able to repair damaged or difficult relationships.
- Shares information with leadership on decision making and team initiatives.
- Provides leadership and support to others in maintaining positive stakeholder relationships.

Decision making:

- Able to make informed, timely and effective decisions.

- Able to make decisions autonomously.
- Consults with internal stakeholders, subject matter experts, to gain input and insights relevant to decision making.
- Provides guidance / advice to team members to assist in decision making process.

Problem solving and advising:

- Able to anticipate problems and proactively identify potential solutions.
- Able to apply a logical, systematic approach to solving problems.
- Able to analyse and identify the root causes and impact of problems.
- Uses experience and judgement to assess which problems should be resolved by team or escalated.

Negotiation and influence:

- Negotiates complex matters with internal and/or external stakeholders.
- Proactively seeks support / cooperation from internal and/or external stakeholders.
- Aware of desired goals and objectives to work towards.
- Able to influence and steer interactions towards solutions and outcomes to the benefit of the organisation while maintaining constructive relationships.

Data gathering and analysis:

- Develops recommendations based on data analysed.
- Documents and presents recommendations on findings.
- Identifies applicability of findings to other areas of the organisation.
- Uses data to inform decision making at operational level.

Managing performance:

- Manages and monitors performance of individuals / team.
- Sets clear expectations for individual and team performance outcomes.
- Supports individuals to set goals aligned to operational and strategic goals.
- Provides coaching and guidance to support and maximise performance.
- Provides regular positive and constructive feedback on performance and delivery of outcomes.
- Identifies development and training needs for individuals and team.
- Identifies and addresses performance issues in a timely manner. Effectively deploys conflict resolution strategies.

Leadership and business acumen:

- Works collaboratively within own department / team and across the organisation.
- Operationalises business plans through delivery of projects and initiatives.
- Manages budget preparation process; implements and oversees budget management process.

Change management:

- Takes ownership for change process at project level.
- Contributes to the development of change plans.
- Provides subject matter expertise at key stages from concept to delivery.

- Proposes new approaches, process improvement, methods and technologies.
- Able to mobilise team to plan for and execute change process.
- Identifies potential resistance to change and develops mitigation strategies.
- Actively seeks opportunities to collaborate on change process across the organisation.

Organisation Responsibilities

As a member of ACEM staff, organisation responsibilities include, but are not limited to:

- Promulgation and demonstration the ACEM Core Values within the Department and across the College.
- Ensure any allocated deliverables outlined in the ACEM Business Plan, ACEM Reconciliation Action Plan and Te ACEM Rautaki Manaaki Mana: Excellence in Emergency Care for Māori are met to a high standard.
- Ensure the quality recording of all processes relevant to role and responsibilities in the Promapp system.
- Demonstration of leadership to develop and maintain a culturally competent and inclusive workplace and expected to undergo regular cultural competence training.
- Commitment to the principles of equal opportunity, workplace diversity and inclusion.

Workplace Health and Safety

All employees have a personal responsibility to work safely and to abide by health and safety legislation, policies, rules and established safe work practices. All employees are responsible for their own safety and that of fellow employees.

Organisational Sustainability

ACEM aims to promote sustainable practices in the workplace and reduce its environmental footprint through initiatives to reduce waste, energy and water use, and to increase recycling. All employees are encouraged to actively apply sustainability principles within their own teams

Organisational Relationships

Reports to	Chief Financial Officer
Supervision of	Nil
Internal Liaison	ACEM Board Members All ACEM Employees Members and trainees of the College
Committee Liaison	ACEM Board Governance Committee Council Of Education Specialist Training and Assessment Committee Pathway to Fellowship Review Committee SIMG Assessment Committee

External Liaison	External legal counsel and law firms (Australia and Aotearoa New Zealand) Regulatory and government bodies, Employment regulators, Insurers and insurance brokers, External auditors and risk advisors Contract counterparties and their legal representatives
------------------	--

Additional Information

- May involve work outside normal business hours to meet business objectives.
- Interstate and/or overseas travel to Aotearoa, New Zealand may be required.