



POSITION DESCRIPTION

Position Title:	Legal Counsel
Cluster / Business Unit / Division	Chief Operating Officer
Section or Unit:	Legal Services
Classification:	Band 7
Position Description Number:	PD-2336
Work Contract Type:	Professional
Job Family:	Legal
STEMM/NON-STEMM:	NON-STEMM

POSITION PURPOSE

The primary purpose of the Legal Counsel is to provide in-house expert legal knowledge, advice and support in relation to a wide range of commercial and procurement contracting including commercial transactions, contracts, legal/deal structures and intellectual property arrangements. The role will report to the Senior Commercial & Strategic Projects Counsel.

ORGANISATIONAL ENVIRONMENT

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

The Chief Operating Officer Group brings together several Corporate Services Functions from across ANSTO, creating greater synergies across operational areas of our organisation, and more streamlined interfaces with the Department of Industry, Science, Energy and Resources and other Federal agencies.

- Finance and Operational Services
- Corporate Affairs
- Legal Services
- People, Performance and Capability
- Regulatory and Safety Assurance
- Capital Program Management Office

Legal Services provides required in-house legal advice and support, including the provision of proactive assistance to support the development of knowledge and capability of others within Legal to efficiently complete legal documentation and ensure compliance.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Providing expert legal expertise, advice and support in relation to commercial and procurement contracting, including claims and disputes under contracts. This includes drafting and negotiating a variety of commercial agreements. This includes cross-border transactions.
- Providing expert legal advice and support in relation to intellectual property rights and obligations, including assignments and licences. Including claims and disputes in relation to these matters.
- Providing legal input into ANSTO's commercial strategies.
- Proactively identifying legal risks in relation to contracting and developing strategies to mitigate the risks to ensure that all operations are conducted within acceptable risk limits, compliant with

relevant legislation and address the costs and benefits of proposed solutions to ensure the best possible outcome for ANSTO.

- Reporting to and working with the ANSTO General Counsel and other senior lawyers on legal issues in a highly collaborative manner.
- Undertake additional duties as required and during period of leave of other staff.

Decision Making

- Providing advice and making decisions in relation to and inherent in the above accountabilities.
- The position works within a framework of legislation, policies, regulatory requirements, professional standards and resource parameters.
- The ANSTO values, organisational corporate plan, business plan, operational excellence program, the ANSTO Legal strategy and objectives provide the context for the position.
- The position is fully accountable to the General Counsel for the accuracy, integrity and quality of the content of advice provided, and is required to ensure that decisions are based on sound evidence, but at times may be required to make effective judgements under pressure or in the absence of complete information or expert advice.
- Determines key work priorities within the context of work plans agreed with the General Counsel
- The levels of authority delegated to this position are those approved and issued by the Chief Executive Officer. All delegations will be in line with the ANSTO Delegation Manual AS-1682 (as amended or replaced).

Key Challenges

- Understanding the varied operational and business requirements of ANSTO.
- Working on a diverse and large number of transactions and matters.
- Being able to quickly understand complex scientific concepts/technologies.
- Being able to simply convey complex legal concepts and requirements and convey them to a range of audiences.
- Balance competing priorities and manage multiple projects simultaneously.
- Ability to understand varied scientific concepts and technologies in a diverse organisation.
- Ability to work collaboratively and to identify potential ANSTO-wide risks.
- Focus on continuous improvement, as well as the provision of routine legal advice and support.
- Working in a highly collaborative manner.
- Ability to provide legal services under time pressures that are of high quality and strategic value.
- Keeping abreast of legal, legislative and policy changes affecting the regulatory environment within which ANSTO operates and relevant developments in case law.

KEY RELATIONSHIPS

Who	Purpose
Internal	
General Counsel	<ul style="list-style-type: none"> • Receive day-to-day guidance and direction and approval for initiatives • Work collaboratively • Provide research and expert advice on specific topics
Legal Colleagues	<ul style="list-style-type: none"> • Receive day-to-day guidance and direction and approval for initiatives • Work collaboratively • Provide research and expert advice on specific topics • Contribute to group decision making processes, planning and goals
Other Internal Colleagues	<ul style="list-style-type: none"> • Work collaboratively

	<ul style="list-style-type: none"> • Contribute to group decision making processes, planning and goals • Provide advice and support • Negotiate and resolve conflicts
External	
ANSTO external clients and stakeholders	<ul style="list-style-type: none"> • Work to develop successful outcomes for particular transactions and for the relationship ANSTO holds with those clients and partners • Negotiation in relation to transactions • Support a positive and forward-looking project management approach to relationships
Other Government agencies	<ul style="list-style-type: none"> • Fostering collaboration and relationships with Legal Counsel in other agencies and departments

POSITION DIMENSIONS

The Legal Counsel is required to work in a highly collaborative, flexible and commercially focussed manner, to communicate effectively, and to build and maintain ongoing productive working relationships with internal and external stakeholders.

Staff Data	
Reporting Line	Reports to a Senior Commercial & Strategic Projects Counsel
Direct Reports	Nil
Indirect Reports	Required to be able to supervise and mentor junior legal staff

Special / Physical Requirements	
Location:	Lucas Heights Remote or flexible working to be otherwise as agreed
Travel:	May be required travel to ANSTO sites from time to time Some travel to other ANSTO sites within Australia Some travel within Australia and outside Australia as and when required to support the needs of internal clients
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Public speaking
Radiation areas:	Not expected to perform duties in an area where radioactive materials are handled
Hours:	Willingness to work extended and varied hours based on operational requirements
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements

Workplace Health & Safety	
Specific role/s as specified in AG-2362 of the ANSTO WHS Management System	All Workers Officer (definitions found in appendix 1 of AG-2362) Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties

ORGANISATIONAL CHART

On file.

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Strong legal experience and qualifications (law degree or higher; 5+ years experience) preferably in relation to technology, large projects or construction/infrastructure.
2. Extensive experience in commercial law and demonstrated experience in complex and significant contracting preferably gained as an associate with a leading Australian law firm. In house Secondment or employment experience also desirable.
3. Extensive experience in front-end contracting. Back-end disputes experience desirable.
4. *Situational Adaptability*. A positive team player attitude, and can easily handle multi-tasking between shifting priorities with ease and calm.
5. Demonstrated flexibility and the ability to prioritise in a fast paced, demanding environment.
6. *Building Collaborative Relationships*. The ability to build strong relationships within the Legal office, and other cross-functional stakeholders including Finance, Business Development, NSTLI and other operational teams.
7. Strong customer focus, with emphasis on building strong relationships and providing prompt, accurate and commercially focussed legal advice within required response timeframes.
8. *Focus on Improvements*. Experience in implementing / managing process improvement solutions and business excellence from conception to implementation
9. *Consultative Mindset*. Analytical skills and solutions oriented, with the ability to draw review options, reach conclusions and make informed recommendations, with input from subject matter experts; capable of being creative and supporting new innovations and services
10. *Clear Communication*. Exceptional communication skills (verbal and written) and experience communicating results
11. Confidence to work with clients and colleagues at all levels.
12. *Discretion and Adaptability*. Discretion and sensitivity and a strong awareness of ensuring communications are appropriate to audience.
13. *Management background*. Prior experience managing personnel directly.

VERIFICATION

This section verifies that the line manager and appropriate senior manager/executive confirm that this is a true and accurate reflection of the position.

Line Manager		Delegated Authority	
Name:	Felicity Doughty	Name:	John Edge
Title:	General Counsel	Title:	Chief Operating Officer
Signature:		Signature:	
Date:		Date:	