

GENERAL COUNSEL

MARCH 2023

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POSITION SUMMARY

Location:	Parkville		
Functional area:	Office of Executive Director		
Classification/ Salary:	\$180,000 - \$200,000 base + 10.5% super + access to \$15,900 NFP salary packaging		
Job level:	Level 6 - Director		
Reports to:	Chief of Staff, Office of the Executive Director, Orygen		
Employment type:	Full time (1.0FTE)		
Employment length:	24-month contract		
Direct reports	1	Indirect reports	No

POSITION PURPOSE STATEMENT

This position will lead and manage all legal matters across Orygen. It will provide strategic and commercially-focused legal, risk and compliance services to ensure that Orygen meets its legal and governance requirements.

Reporting to the Chief of Staff, the position will work collaboratively with the Board, Executive Leadership Team (ELT) and broader organisational staff, to ensure all operations of the organisation are conducted within the limits prescribed by law and that the organisations rights are protected through the provision of sound legal guidance.

POSITION FOCUS

	Key responsibility area	Percentage
1	Legal Advice	80%
2	Stakeholder management	10%
3	Budget management	5%
4	Other	5%

REVOLUTION IN MIND

POSITION KEY RESPONSIBILITY AREAS

<p>1. Legal Advice</p> <ul style="list-style-type: none"> • Provide timely, high quality legal services across all of the organisation's activities, with a range of matters including, but not limited to: clinical trials, grant and funding agreements; publications; supplier agreements/contracts; privacy; governance; employment, general commercial, commercialisation; intellectual property; and, compliance and risk. • Draft, review and provide advice on all contracts including, but not limited to, general commercial agreements, research collaboration agreements, clinical trial agreements, data/material transfers agreements, confidentiality/non-disclosure agreement, licences, IT agreements, leases. • Provide advice on legal matters arising from clinical trials. • Provide advice on legal matters arising from provision of clinical services to young people. • Provide advice in relation to privacy laws across Orygen's activities • Oversee the management of the contracts register and develop and maintain legal templates and precedent documents. • Keep abreast of developments in the legal and regulatory environment that may impact the operations of Orygen and provide advice and recommendations to the Executive and staff. • Build legal and commercial awareness by providing training and seminars on relevant legal and regulatory topics to employees and the executive team. • Develop contract literacy within the organisation ensuring standard templates are used where appropriate. • Identify and manage legal risks in contracts and operations. <p>2. Stakeholder management</p> <ul style="list-style-type: none"> • Lead in cultivating and managing collaborative relationships with external legal advisers, including the University of Melbourne to support efficient and effective provision of legal services to Orygen. • Build collaborative and productive working relationships across the organisation and with key external stakeholders. <p>3. Budget management</p> <ul style="list-style-type: none"> • Develop annual budgets • Manage budgets ensuring expenditure does not exceed allocated budget <p>4. Other</p> <ul style="list-style-type: none"> • Actively manage and develop team members through setting clear role objectives and performance indicators, and provide regular performance planning, coaching and training. • Comply with and support others to comply with Orygen's policies and procedures, including taking appropriate action to hold others accountable and promote a workplace culture that is safe, diverse and inclusive. • Drive a continuous improvement culture and practice, ensuring compliance with Orygen systems to enable consistent high-quality client service delivery through operations. • Any other duties as reasonably requested.

EDUCATION / QUALIFICATIONS

Essential	<ul style="list-style-type: none"> • Bachelor of Laws or Juris doctor • A current Australian certificate that entitles you to practice law in Victoria.
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EXPERIENCE / SKILLS

Experience / skills	<ul style="list-style-type: none"> • Relevant experience in commercial law, intellectual property law, privacy, governance and risk gained either in-house or in private practice. • Experience working in a senior role that influences and supports at the Executive and Board level. • Sound knowledge of the legislative framework surrounding the legal obligations of the role and Board positions on governance matters. • Extensive experience in reviewing, drafting and negotiating a wide range of legal documents. • Extensive experience partnering with stakeholders to provide practical, commercially-focused solutions and legal advice. • Ability to prioritise workload, in consultation with subject matter experts from respective programs areas. • Proven experience in effectively managing legal service providers. • Strong problem solving, analytical skills, and strategic thinking with the ability to be flexible and adaptable in the face of changing organisational priorities. • Excellent communication skills, including listening skills, with the ability to distil complex concepts and issues clearly and concisely to a variety of audiences. • A client focused approach to service delivery and the ability to collaborate with peers to achieve best overall outcomes for the organisation.
Personal attributes	<ul style="list-style-type: none"> • High degree of personal and professional ethics and integrity. • A consummate leader, business partner and change agent, with the gravitas to build high-trust relationships at board and executive level in a diverse and complex environment • Emotionally intelligent, can challenge the status quo in a respectful way to implement change and new ways of working. • Highly collaborative, will contribute to positive team and organisational culture • An ability to work under pressure and manage conflicting priorities with ease • Highly organised, demonstrates initiative and is outcome focused. • Can quickly grasp concepts, work in the detail but also the bigger picture. • Excellent verbal and written communication skills. • Flexible and adaptable to changing work requirements. • Agile and entrepreneurial mindset. • Ability to express complex ideas and extract critical information. • Strategic thinker and problem solver

KEY RELATIONSHIPS

Internal	<ul style="list-style-type: none"> • Orygen Executive Leadership Team • Orygen Ltd Pty Board • Orygen Foundation Board
External	<ul style="list-style-type: none"> • University of Melbourne • Royal Melbourne Hospital • Department of Health (Victoria) • Department of Health and Ageing (Commonwealth)

SPECIAL REQUIREMENTS

- Unrestricted right to live and work in Australia.
- A current National Police Check will be required.
- Maintenance of annual Victorian legal practicing certificate
- Any offer of employment is conditional upon receipt and maintenance of a satisfactory Working with Children Check.
- Successful applicants will be required to provide proof of COVID-19 vaccination prior to commencement.
- You may be required to work across more than one of Orygen's sites, which are currently located within the north and west of Melbourne.
- A current Victorian driver's licence.
- In line with government guidelines, this position may need to be based at home during certain periods. As such a reliable internet connection will be required.
- Occasional out of hours, evening and/or weekend work may be required.

ACKNOWLEDGEMENT

Confirming this position description has been read and understood by:

Name	[insert name]
Signature	[insert signature]
Date	[insert date]