



## General Counsel

### Position Description

<b>Alliance</b>	CEO Alliance	<b>Date</b>	August 2020
<b>Unit</b>	Legal Services	<b>Sub-Unit</b>	
<b>Classification Level</b>	Negotiable	<b>Location</b>	Council House
<b>Line Manager</b>	Chief Executive Officer	<b>Contract Period</b>	Up to 5 years
<b>Employment Type</b>	Maximum term, Full-time	<b>Hours per Fortnight</b>	75
<b>Direct Reports</b>	2	<b>Pos. No.</b>	

#### Objectives of the Position

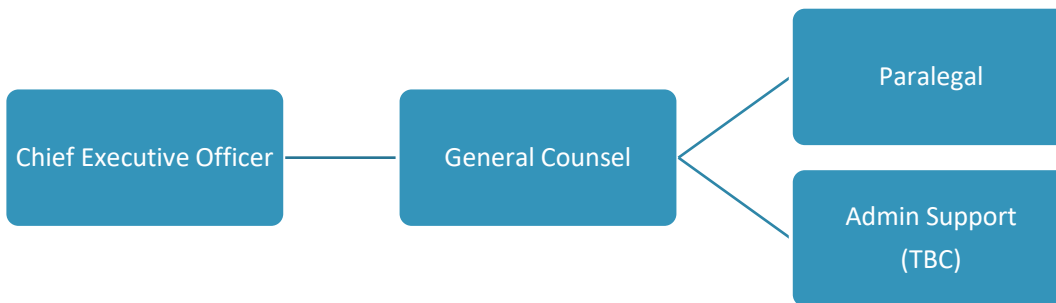
The objectives of the General Counsel are to:

- Advise key stakeholders across the organisation in relation to commercial, property, administrative and employment law matters, commercial leasing and local government law matters.
- Establish, maintain and manage legal systems and processes to minimise operational risk.
- Develop policy, procedures and other operational legal documentation to ensure statutory compliance, minimisation of legal risk and the achievement of best practice in governance and administrative practice.
- Lead, manage and mentor a small Legal Services team, working closely with an existing team of governance officers.
- Represent the City at the State Administrative Tribunal (SAT) and in other relevant jurisdictions.
- Establish and oversee the City's legal and corporate governance systems and frameworks, working closely with the Executive Leadership Team (ELT) and stakeholders across the organisation to implement best practice legal processes.
- Embrace and engage with the City's strategic vision for growth and change, while providing hands-on legal advice across the full spectrum of the organisation's operations.
- Brief and manage law firms and outside counsel, where required.

#### Our Values

- **Commitment:** Think It, Say It, Do It
- **Teamwork:** One City: Stronger Together
- **Courage:** Speak Up, Stand Up, Persevere
- **Respect:** Listen, Consider, Support

## Organisational Chart



## Organisational Responsibilities

### Leadership and Management

- Provide leadership to the Legal Services Unit underpinned by strong values, communication and a positive approach.
- Monitor, review and facilitate the recruitment, induction, development, performance and wellbeing of the Legal Services Unit.
- Mentor and develop staff within the Legal Services Unit to understand and deliver a contemporary legal service.
- Facilitate the annual performance shaping process with particular emphasis on the personal and professional development of the Legal Services Unit.
- Ensure the Legal Services Unit understand and embrace the importance of safety in the workplace and equal opportunity.

### Human Resource Management

- Ensure the Legal Services Unit has the capabilities and skills needed to achieve the City's objectives.
- Set clear objectives, track performance and provide coaching, mentoring and development opportunities to the Legal Services Unit to ensure effective delivery of tasks.
- Facilitate alignment of staff members of the Legal Services Unit with the City's strategies and plans by ensuring that all Legal Services staff have individual learning and development plans linked to the service unit plan.
- Conduct regular briefings to keep staff informed of current developments.

### Financial Management

- Monitor the financial performance of the Legal Services Unit against the service plan and the annual budget.
- Review the service plan financials annually and ensure integration with the City's Corporate Business Plan.

### Corporate Compliance

- Maintain safe and compliant work practices in accordance with Occupational Safety and Health legislation, Risk Management, Contract Management, Project Management, Procurement and Recordkeeping Frameworks and all other relevant Council policies and procedures.

### General

- Perform other duties as directed.

## Essential Selection Criteria

### Skills, Knowledge and Experience

- Understanding of commercial, property and administrative law.
- Experience and knowledge of:
  - employment law, litigation and disputes, and commercial leasing;
  - local government law relating to the Local Government Act 1995, Planning and Development Act 2005, Health Act 1911, Environmental Protection Act 2005, Land Administration Act 1997, Waste Avoidance and Resource Recovery Act 2007, Heritage of Western Australia Act 1990, Corruption, Crime and Misconduct Act 2003; and
  - Australian Government statutory legislation affecting Western Australian local governments including issues relating to property, leasing, planning, subterranean rights, contracts, indigenous affairs, industrial relations and environment and heritage.
- Highly developed time management and organisational skills.
- Highly developed interpersonal, verbal and written communication skills.

### Preferred Qualifications

- Senior in-house or private practice lawyer capable of operating at the General Counsel level, with 10 – 25+ years of broad legal experience as senior in-house counsel or a senior associate, partner, or principal of a law firm.
- Admission to the Supreme Court of Western Australia to practice law pursuant to Section 21 of the Legal Profession Act 2008.

### Delegated and Statutory Authority is in accordance with the Delegated Authority and Statutory Authorisation Registers located on the City of Perth Website

**This position has delegated authority. You will be required to complete primary and annual returns, in which you will need to make personal disclosures. The returns can be inspected by the public on request.**