



## POSITION DESCRIPTION

<b>Position Title:</b>	Senior Lawyer
<b>Cluster / Business Unit / Division</b>	Transformation and Engagement
<b>Section or Unit:</b>	Legal Services
<b>Classification:</b>	Band 7
<b>Position Description Number:</b>	PD-2093
<b>Work Contract Type:</b>	Professional
<b>STEMM or NON-STEMM</b>	NON-STEMM

### POSITION PURPOSE

The primary objective of the ANSTO Senior Lawyer is to deliver high quality, expert and strategic legal advice and support working in a multidisciplinary and collaborative manner with relevant areas, with a primary focus on corporate, corporate governance, compliance, and regulatory. The position includes the management and or support of any form of dispute or litigation involving ANSTO.

To the extent capacity permits, the Senior Lawyer would also provide legal advice and support in other areas including employment, administrative and commercial law.

The role reports to the General 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 Legal Services Unit supports the Organisation by providing legal advice on matters relevant to the management of ANSTO. Provision of legal advice may include on commercial and construction law, commercial contracts, various types of agreements, research grants, licences, memoranda of understanding, environment and property law; personal injury and litigation relating to third party liability claims against ANSTO; corporate law, employment law, work & safety law, freedom of information and administrative law advice, and intellectual property law.

### ACCOUNTABILITIES & RESPONSIBILITIES

#### Key Accountabilities

- Provide expert and strategic legal expertise, advice and support on corporate governance, compliance, and regulatory or litigation related legal issues. The position includes the management and or support of any form of commercial, corporate or regulatory dispute or litigation involving ANSTO. This includes:
  - Providing specialist legal advice in these areas.
  - Managing and or providing strategic legal input on any disputes, litigation or legal claims involving ANSTO or its subsidiaries within the framework of acting as model litigant.
  - Providing effective and timely advice.
  - Ensuring that legal compliance is met and that risk is identified, minimised and managed.
  - Undertaking research, analysis and interpretation of complex legal issues.
  - Preparing high quality legal documentation including drafting advices, legal documentation, contracts, correspondence, submissions, legal filings.
  - Providing specialist legal input into ANSTO's compliance and corporate governance activities.

- Providing training across ANSTO in these areas.
- As part of this objective, the Senior Lawyer will:
  - Provide specialist legal input into corporate, corporate governance, compliance and regulatory strategies as required.
  - Advise on strategies regarding interactions with regulators and corporate stakeholders.
  - Advise on interpretation of and compliance with relevant legislation and case law.
  - Manage and or provide specialist legal input into the management of commercial, corporate and regulatory disputes and litigation and tribunal matters, conducting and managing litigation claims across State and Federal courts and appearing in proceedings where ANSTO's interests are represented. Where necessary, briefing external lawyers and barristers. If the subject matter is a matter for which another lawyer within the Legal Unit has specialisation then this responsibility would be undertaken in collaboration with that position;
- Providing legal advice and support in relation to FOI and other administrative law matters, including liaising with external stakeholders and management of required reporting.
- Providing legal support or advice on industrial matters, grievances, employment related queries or worker's compensation matters including in conjunction with external legal providers. If a dedicated employment lawyer is within the Legal Unit then this responsibility would be undertaken in collaboration with that position;
- Liaise with and provide legal support to staff during any external interview processes arising from investigations or inquiries by regulators;
- Manage external legal advisors and service providers to ensure the delivery of legal advice and services is to a high standard and meets requirements; and ensure contractual arrangements and services are cost effective and meet budgetary requirements
- Effectively manage current issues and identify and investigate urgent and emerging issues which may require the direct intervention of the General Counsel; and ensure the General Counsel is fully briefed and advised
- Actively resolve legal issues and problems, consider and evaluate situations and options, and make recommendations taking into consideration the risks, organisational implications, and costs and benefits of proposed solutions to ensure best possible outcome for ANSTO
- Undertake other legal matters and provide other legal advice as required by the General Counsel.
- Ensure activities comply with legal and ethical standards
- Fulfil WHS responsibilities as specified in AG-2362 of the ANSTO WHS system.
- Undertake additional duties as required and during period of leave of other staff.

### **Decision Making**

- 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.
- The Senior Lawyer will determine 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**

- Managing a high workload with competing priorities to ensure that work is completed within agreed timeframes.

- Developing and maintaining a detailed understanding of the complex legislative and regulatory framework regulating the employment of ANSTO officers.
- Ensuring that ANSTO and its subsidiaries act as model litigant
- Tactfully obtaining compliance from internal stakeholders Dealing effectively with enquires from focused customers in what can be, at times, a dynamic work environment with conflicting priorities and timelines
- Understanding the operational and business requirements of ANSTO and of its subsidiary companies and high level committees that ANSTO is involved in
- Keeping abreast of legal, legislative and policy changes affecting the regulatory environment within which ANSTO operates and relevant developments in case law
- Recognising when it is appropriate to refer a matter to an external provider for specialist legal advice
- Achieving a balance between the day to day operational compliance and regulatory demands with the need for forward looking and innovative legal solutions which better position the organisation in the future.
- Effectively identifying legal risks and advising on legal consequences.
- Being able to simply convey complex legal concepts and requirements and convey them to a range of audiences.
- Ability to work collaboratively and to identify potential ANSTO-wide risks.
- Manage long-lead priorities from early stage projects through to implemented outcomes.
- Focus on continuous improvement, as well as the provision of routine legal advice and support.
- Ability to provide legal services under time pressures that are of high quality and strategic value.
- Working flexibly and effectively with peers and colleagues in the legal team

## KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
General Counsel	<ul style="list-style-type: none"> <li>• Receive guidance and direction</li> <li>• Act as a subject matter expert</li> <li>• Provide expert, authoritative and evidence based advice</li> <li>• Work collaboratively</li> <li>• Negotiate and report on budgets and resources consistent with strategic plans and goals</li> <li>• Recommend and gain endorsement for plans and goals and other initiatives</li> </ul>
Group Executive and Senior Managers	<ul style="list-style-type: none"> <li>• Establish and maintain collaborative relationships</li> <li>• Work collaboratively</li> <li>• Provide expert, authoritative and evidence based advice</li> <li>• Contribute to group decision making processes, planning and goals</li> </ul>
Legal team members	<ul style="list-style-type: none"> <li>• Provide expert advice and analysis on a full range of matters</li> <li>• Contribute to group decision making processes, planning and goals</li> <li>• Collaborate and share accountability</li> <li>• Negotiate and resolve conflicts</li> </ul>
<b>External</b>	
Legal Service Providers	<ul style="list-style-type: none"> <li>• Negotiate and approve contracts and service level agreements and ensure services provided are high quality, targeted and meet the organisation's needs</li> </ul>
ANSTO external clients and stakeholders	<ul style="list-style-type: none"> <li>• Establish partnerships and consultative working relationships</li> <li>• Negotiation in relation to specific matters</li> </ul>

## POSITION DIMENSIONS

<b>Staff Data</b>	
Reporting Line	Reports to the General Counsel
Direct Reports	Nil
Indirect Reports	Nil

<b>Financial Data (2019/2020)</b>	
Revenue / Grants	
Operating Budget	
Staffing Budget	
Capital Budget	
Assets	

<b>Special / Physical Requirements</b>	
Location:	Lucas Heights Working in different areas of designated site/campus as needed
Travel:	May be required travel to ANSTO sites from time to time Occasional travel to ANSTO sites within Australia
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:	Part time working hours as agreed
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements

<b>Workplace Health &amp; Safety</b>	
Specific role/s as specified in <u>AG-2362</u> of the ANSTO WHS Management System	All Workers
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. Degree in law
2. Holds or is eligible to hold a practising certificate as a solicitor in the State of New South Wales.
3. Extensive experience in regulatory, compliance, corporate, and managing disputes and litigation.
4. Comprehensive understanding of the Commonwealth legal framework relating to employment, dispute resolution, administrative decision making and model litigant obligations.
5. Thorough knowledge of Commonwealth/State government regulations applying to ANSTO's activities.
6. Demonstrated research, analytical and critical thinking skills with attention to detail and accuracy
7. Ability to manage multiple tasks and deadlines and to solve challenging problems in a pressure-filled environment
8. Excellent written and verbal communication skills
9. Demonstrated commitment to continuous improvement in the provision of advice and services

10. Strong team focus and high level communication skills with the ability and willingness to work collaboratively.

**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.

<b>Line Manager</b>	<b>Delegated Authority</b>
Name: Felicity Doughty	Name:
Title: General Counsel	Title:
Signature:	Signature:
Date:	Date: