

LEGAL COUNSEL

Oxfam is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.

Position Number	446
Classification	Category 3Enhanced
Section/Unit	Governance and Executive / Office of Chief Executive
Reports to	General Counsel and such other persons as directed
Hours of Work	Up to 25 hours per week
Suitable for Job Share	NO
On Call Duties	NO

Scope of Position

The Legal Counsel role is responsible for providing strategic legal advice to support the delivery of Oxfam's strategic plan.

The Legal Counsel will work with the Legal Team to support Oxfam Australia's contract operations and assisting with the negotiation of contracts for suppliers, collaboration or for international program delivery, fundraising and for the use of new technology platforms.

The person in this role will work within the team, will have the support of a paralegal system administrator, a graduate lawyer and colleagues in the team. Having said that, the person is expected to be sufficiently experienced to be able to work independently, to be able to identify and evaluate strategic legal risks or opportunities and develop or recommend proposed controls to manage legal risk, exercise judgment and discretion, and manage their own time to ensure that tasks are completed efficiently and in line with the organisation's objectives.

Key Responsibilities

- Review contract documentation and lead on advice to managers in their contract negotiation
- Advise management about legal or compliance issues, to enable informed contractual commercial decisions, including by preparing issues lists that can inform a risk-based approach to decisions
- Review contracts or proposals for strategic legal risks or opportunities and develop or recommend proposed controls to manage legal risk
- On complex or innovative contract opportunities advise on legal issues throughout the process of negotiation to enable contract terms that clearly reflect Oxfam's requirements and appropriate risk transfer between parties
- Participate in a bi-weekly stand-up with the Legal Team to provide updates on current matters and assess priorities and projects
- Contribute to and develop contract resources, training, information and guides
- Liaise from time to time with the Oxfam lawyers in the global Oxfam Shared Legal Service
- Understand, commit to and use legal matter management records and systems
- Understand and support Oxfam's strategic objectives.
- Be client and service focused.

Living our Values

- **Accountability** – You are able to set clear goals and monitor personal progress against them. You are able to monitor and ensure compliance with any allocated expense or income. You are able to work in accordance with Oxfam policy and procedural guidelines, and comply with all Occupational Health and Safety Guidelines, reporting any potential risks or hazards. You are able to follow safe work practices for self and others. The position is required to undertake job responsibilities in a manner consistent with equity, diversity, child safety and staff health and wellbeing policies and procedure. The position must monitor workload and work environment and take reasonable steps to minimise risks to self and others.
- **Empowerment** – You are capable of having open, honest and respectful dialogue with others, respecting and including partnerships and communities perspectives into our working activities.
- **Equality** – You work to high ethical standards and treat all people with respect.
- **Inclusiveness** – You embrace diversity and able to enrich work activities with diverse perspectives. You actively ensure that the workplace is kept free from harassment, bullying behaviour and discrimination through thoughtful behaviour and leading by example.
- **Sustainability** – You are committed to achieving sustainable results in all aspects of their work.

Technical Knowledge & Experience

- Knowledge of, and experience working in, or advising clients engaged in, highly regulated contexts, for example, large national or international organisations, government procurement, compliance and a thorough understanding of insurances, liabilities and confidentiality of a contract is required.
- Corporate or commercial experience in the provision of contracts advice and administration.
- Demonstrated experience in technology or software services agreements and leasing (desirable).
- In-house legal experience not essential but highly regarded.
- Admission or eligible to practice in Victoria or other Australian States and demonstrated substantial legal post-qualification experience
- Intermediate computer and systems literacy – must be able to use the Microsoft suite of programs confidently, or be willing to strengthen gaps, and be capable and prepared to work across multiple systems for the sharing and management of information.

Personal Skills & Attributes

- Upholds fair and ethical legal practice, values diversity and challenges bias and intolerance
- Ability to adapt, listen to others and learn new technology systems and skills
- Possess the ability to think strategically and critically and to seek information
- Ability to combine sound legal skills with a commercial approach and using best available resources to reach an outcome
- Possess a strong sense of initiative, enthusiasm and motivation
- Able to demonstrate diplomacy, discretion and utmost confidentiality
- Reliable and conscientious self-starter, able to operate with moderate supervision
- Commitment to Oxfam's purpose, culture and ways of working
- Customer and goal focus
- High degree of emotional intelligence and humility
- Growth mindset and desire to cross skill
- Flexibility in work undertaken in order to assist colleagues and the organisation
- Sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities.
- Openness and willingness to learn about the application of gender/gender mainstreaming, women's rights, and diversity for all aspects of development work.
- Commitment to Oxfam's safeguarding policies to ensure all people who come into contact with Oxfam are as safe as possible.

Travel

- There is no requirement to travel for this position.

Child Safeguarding

As an agency undertaking work both nationally and internationally and in humanitarian response, OAU takes its duty of care seriously to safeguard children and recognises that it must meet community expectations and the trust placed in its personnel to maintain the highest standards of conduct with children. Therefore, all positions within OAU are required to understand and comply with the Child Safeguarding Policy, Code of Conduct, toolkit and and Social Media User Policy.

- This role involves making decisions which may affect children, including volunteers and other supporters under the age of 18. You may be required to recruit, train and supervise volunteers or secondees who may be under the age of 18.