

LEGAL COUNSEL

Oxfam is committed to preventing any type of unwanted behaviour 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	584
Classification	Category 3Enhanced
Section/Unit	Legal and Governance / Legal
Reports to	General Counsel and such other persons as directed
Hours of Work	35 hours per week
Suitable for Job Share	YES
On Call Duties	YES

Scope of Position

The Legal Counsel is part of the Legal and Governance unit and the position is to provide pragmatic and proactive legal, regulatory, compliance and commercial advice on transactions and activities that are of most importance to Oxfam Australia, and from time to time, on governance. We seek a lawyer with a diverse legal background grounded in commercial legal practice, ideally with experience in one or more of the following areas corporate structuring, privacy, legal risk, intellectual property or charity law.

The Australian legal team is a small team that connects with other lawyers through the Oxfam International Shared Legal Service. This role is to 'backfill' a temporary vacancy created by the Legal Counsel assuming a new and temporary role in the Oxfam Legal team, We have adopted agile ways of working and are looking for lawyers who can work with multi-disciplinary teams across a broad range of areas including commercial and organisational transactions, innovation projects, fundraising, First People's programs and international programming, policy and advocacy.

This role focuses on a diverse suite of complex projects across a number of business areas and will work with a wide range of Oxfam stakeholders.

Key Responsibilities

- Provide strategic legal advice to all levels of the organisation;
- Lead on legal advice to the agency to achieve Oxfam's standards for compliance, privacy and data protection and information security and systems;

- Provide or procure advice that enables cross-organisation teams to create innovative partnerships with the commercial sector and other agencies through drafting and advising on agreements, including fundraising, IP/IT and procurement contracts;
- Establish systems and provide advice to ensure the Oxfam Australia brand is protected in Australia;
- Advise on legal issues and risks, that may include corporate and charity governance, fundraising, bequests, marketing, data protection, trade marks, copyright, defamation and litigation matters;
- Work with other Oxfam sections, including the international programs and with other members of the Oxfam International global movement, including the Oxfam International Shared Legal Service network
- Support and enable the success and delivery of Oxfam's strategy.

People Management

- Line manage any secondees, volunteers or interns assigned to support the Legal team and work with you, including recruitment and selection, performance management and development;
- Ensure any staff under management demonstrate good human resource practice and comply with agency policies and procedures;
- Managers are responsible for complying with safe work practices, procedures and instructions in accordance with legislation and Oxfam Australia WHS policies and procedures for self and for staff under management.

Living our Values

- Accountability – You are able to set clear goals and monitor personal progress against them.
- 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.
- Sustainability – You are committed to achieving sustainable results in all aspects of their work.

Technical Knowledge & Experience

- A sound knowledge of contract and commercial law.
- Experience working on complex projects across a number of practice areas and with a wide range of stakeholders.
- Experience across a breadth of practice areas, with a particular experience in privacy, data and innovation.
- Charity and fundraising law and practice would be desirable, but not essential.
- Hold a Bachelor of Laws or JD, and be a lawyer or barrister qualified and admitted to practice in Australia and eligible to hold a practising certificate, with proven PQE experience.

- Hold, or be working towards, completion of a post-graduate qualification in either business, law, risk, governance, innovation or relevant technical area.

Personal Skills & Attributes

- A team player but also able to lead and self actualise work independently with minimal supervision
- Ability and comfort with complex and new information, across a breadth of issues and changing direction and re-prioritising to respond to new or emerging business critical matters
- Comfortable working on a range of systems and technology platforms to link with international and Australia colleagues
- Customer and goal focus
- High degree of emotional intelligence, humility, resilience, discretion and maturity
- A strong interest and experience in the international development/charitable sectors
- 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

Occasional international and/or interstate travel is a requirement of the position. It is a condition of employment that staff abide by all agency security and safety protocols, policies and procedures and the Oxfam International Security Protocol.

COVID-19 Vaccinations

In order to protect the health, safety and wellbeing of our people, supporters, and the communities we work with, this role requires vaccination against COVID-19 as a condition of employment. Evidence should be sighted prior to commencing employment with OAU.

This role requires evidence of COVID-19 vaccination for the following reason/s as outlined in Oxfam Australia's COVID-19 Vaccination Policy:

- This role involves attendance at or management of large-scale events involving supporters or members of the public

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 requires access to information relating to children.
- This role involves making decisions which may affect children, including volunteers and other supporters under the age of 18.