



## POSITION DESCRIPTION

**Position Title: Senior Lawyer**

**Department: General Counsel**

**New Position**

**Date:** 16 March 2017

**Change to Existing Position**

**Reports to (position):**

*Manager, Corporate and Legal Services*

**Positions that report to this position:**

*Nil*

**Name of present incumbent (if applicable):**

*Vacant*

### PRIMARY PURPOSE OF ROLE:

The primary purpose of the Senior Lawyer is to provide strategic and practical legal advice and legal recommendations and solutions both written and verbal in support of GRV's operations (excluding prosecutions), as well as the current review of regulatory frameworks. The successful incumbent will be expected to contribute to the development of legislative change proposals and revisions to the existing regulatory framework. The role works closely in supporting the Leadership Team in delivering best practice legal advice across and throughout the organisation. The successful incumbent will be able to demonstrate a high standard of legal competencies and evidence of maturity and judgement to analyse and solve complex legal issues.

### SCOPE:

Greyhound Racing Victoria (GRV) regulates and promotes greyhound racing at the State level with animal welfare and integrity as its key priorities.

GRV is committed to attracting, selecting and retaining the best calibre of people to achieve the highest level of performance and behavioural standards required for each position. This will ensure that the best standard of service is continually provided across the organisation and that GRV will build on and maintain its excellent reputation and effective profitability.

Our vision is for Greyhound Racing Victoria to become the world's most respected greyhound racing body; widely regarded for the market position and reputation we have created for greyhound racing in Victoria.

The Office of the General Counsel navigates legal and policy challenges with technically outstanding legal advice and practical, evidence based solutions. Our key stakeholders are the GRV Board and CEO.

Our policy focus is on issues relevant to the sport of greyhound racing in Victoria, particularly animal welfare and integrity. Our policy work involves developing, managing and implementing complex policy and regulatory proposals relevant to GRV's operations.

We provide legal advice to our Board, CEO and Leadership Team on the full spectrum of legal issues including public, administrative, commercial transactions and litigation, as well as performing an in-house legal advice function for GRV's internal operations.

The Senior Lawyer, will provide high level and quality legal advice services across GRV on various issues, but primarily in relation to operational matters, commercial law, administrative law and the enhancement of GRV's existing regulatory frameworks. The successful incumbent will be challenged, called upon to use the full range of their abilities and further develop their skills, with emphasis on professional development.

### FREEDOM TO ACT / DECISION MAKING:

To be determined

KEY RESULT AREA	ACCOUNTABILITY / ACTIVITY	KEY PERFORMANCE INDICATOR
<i>Area of Focus</i>	<i>What activities are you responsible for?</i>	<i>How will you know this has been achieved?</i>
<b>Legal Support</b>	<ul style="list-style-type: none"> <li>• Provide support to General Counsel in the provision of legal, commercial and risk management advice</li> <li>• Provide expert legal procurement, risk management and contracting advice and interface with GRV's Principal Solicitor Prosecution and external legal advisors to ensure a consistent and agreed approach is taken on legal positions which support GRV expectations.</li> <li>• Contribute to the development of legislative change proposals and revisions/review to the existing regulations framework</li> <li>• Independently prepare and conduct a range of highly complex litigation matters in courts/tribunals as required</li> <li>• Undertake research and analysis at an advanced professional level on complex legal matters</li> <li>• Prepare and provide expert and authoritative legal advice which is clear and concise, both written and verbal, on a variety of complex and sensitive matters</li> <li>• Develop strong and effective working relationships with external and internal stakeholders</li> <li>• Participate in projects and other business activities as required (e.g. working groups) to support GRV's external and internal operations.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

KEY BUSINESS CONTACTS	
EXTERNAL	INTERNAL
	CEO
	Leadership Team
	GRV Staff
	GRV Clubs

PERSON SPECIFICATION	
EDUCATION/QUALIFICATIONS <i>necessary to meet position objectives</i>	
ESSENTIAL	DESIRABLE
Admitted to practice (or eligible for admission) as a lawyer of Supreme court of Victoria	

<b>SKILLS/KNOWLEDGE necessary to meet position objectives</b>	
<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Specialist knowledge and experience in the principles and practice of commercial and administrative law and related areas, as well as strong statutory interpretation skills	Experience in acting for government, local government or statutory body.
Demonstrated ability to provide expert and authoritative written and/or verbal advice, which is accurate and clear on a range of highly complex and sensitive matters in areas of commercial law, administrative law and statutory interpretation	
Demonstrated ability to perform complex research (including comparative and electronic research) and analysis in existing and emerging areas of law, and to present the results of that research in a clear, concise manner	
Excellent interpersonal, communication and client relationship management skills, including an ability to provide professional leadership, supervision and mentoring to staff and build and maintain positive relationships with a wide range of people including clients, lawyers, barristers, colleagues and managers	
Demonstrated ability to work effectively in a team environment with tight timeframes and manage a number of different and complex projects/tasks simultaneously	
Willingness to embrace, and an enthusiasm for engaging with, new areas of law or challenging situations as well as a demonstrated enthusiasm for, and commitment to, working for GRV	
Demonstrated ability to work in a sustained way and deliver results under pressure.	
Proven communication, relationship management and negotiation skills at a senior level.	
<b>ATTRIBUTES required to ensure satisfactory performance and cultural fit</b>	
<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Responsiveness	
Integrity	
Impartiality	
Accountability	
Respect	
Leadership	
Understanding of Human Rights	

#### EMPLOYMENT CONDITIONS

- Terms and conditions of employment are per the current GRV 'Employee Enterprise Agreement'
- The GRV environment is a unique and challenging operational environment. It operates weekdays, weekends, day and night hours. GRV employees are bound by a number of regulatory Government requirements. In addition, all staff are required to abide by GRV policies including restricted gambling, greyhound ownership and the Code of Conduct for Victorian Public Sector Employees.
- All employment at GRV is subject to a satisfactory completion of a police check prior to commencement
- All employees at GRV are required to have the right to work in Australia.
- All employees are required to comply with WHS statutory obligations.
- GRV is an EEO employer.