

Position Description

Position Title: Lawyer

Department: Legal & Regulatory Services

Reports To (Position): Manager, Legal Services

Function(s) / roles directly reporting to this position: Nil

Name of incumbent (if applicable):

ORGANISATIONAL OVERVIEW

Greyhound Racing Victoria (GRV) is the statutory authority responsible for regulating, conducting, and promoting greyhound racing in Victoria; a sport that annually generates more than \$500 million in economic activity, over \$3 billion in wagering, and directly involves over 15,000 people including through 4,300 direct and indirect jobs across the state.

Our vision is “Victorian greyhound racing is a vibrant, entertaining and thriving sport with animal welfare at its heart”. The integrity of the sport and the welfare of greyhounds are both significant components of the strategic objectives of GRV.

PRIMARY PURPOSE OF ROLE (RESPONSIBILITY)

The primary purpose of the Lawyer role is to provide administrative sports law and commercial advice. Strategic advice is required to be provided in the context of a sports law regulatory framework for greyhound racing. In addition, practical legal advice across a broad range of commercial or administrative legal matters such as contract review, memoranda of understanding, privacy, intellectual property, information technology, property law and freedom of information matters.

The Lawyer will also be required to make positive contributions through written and verbal recommendations in support of Greyhound Racing Victoria’s strategic priorities, policies, and operations (excluding prosecutions). The role works closely in supporting the Leadership Team in delivering best practice approaches to legal issues throughout the organisation. The successful candidate will be able to demonstrate a high standard of legal competencies and evidence of sound judgement and ability to solve legal issues.

The role will be required to be performed with a large degree of autonomy and risk management. Advice and external communications will be monitored and reviewed depending on its nature.

FREEDOM TO ACT / DECISION MAKING (ACCOUNTABILITY)

No direct budget accountability

This role works according to the policies and procedures applicable to GRV employees.

The role applies the Rules of Racing and specific GRV policies and guidelines applicable to industry participants (registered persons).

KEY WORKING RELATIONSHIPS

EXTERNAL	INTERNAL
Legal Practitioners	GM, Legal and Regulatory Services
Various Government departments, inc. Office of Racing, Dept of Planning, Department of Education and Agriculture Victoria	CEO
Other Government entities and Statutory bodies	GRV Leadership Team
MAV and Local Councils	GRV Department Employees
Industry Participants	GRV Board sub-committees
Greyhound Racing Clubs	
Other Greyhound Racing Controlling Bodies	
Office of the Victorian Information Commissioner	

KEY RESULT AREA	ACCOUNTABILITY / ACTIVITY	KEY PERFORMANCE INDICATOR
Legal support	<ul style="list-style-type: none"> • Provide support to the Manager of Legal Services in the provision of legal, commercial and risk management advice • Provide legal contracting advice and interface with external legal advisors to ensure a consistent and agreed approach is taken on legal positions which support GRV strategic directions. • Contribute to the development of racing rules, policy and legislative change proposals and the GRV regulatory framework • Assist in the preparation and conduct, or coordinate with external legal advisors, dispute resolution or litigation matters in the relevant court or tribunal as required • Undertake research and analysis at an advanced professional level on complex legal matters • Prepare and provide expert and authoritative legal advice which is clear and concise, both written and verbal, on a variety of time sensitive, complex and sensitive matters • Develop strong and effective working relationships with external and internal stakeholders • Participate in projects and other business activities as required (e.g. working groups) to support GRV's operations and objectives. 	<ul style="list-style-type: none"> • • Successful or reasonable outcomes that limit the risks and exposure to GRV • Timely management of legal matters and meeting • Demonstrated achievements in providing trusted assistance to GRV and external stakeholders to succeed in projects and initiatives: • Club operations, projects and improvement work • Claims management • Establishing new relationships • Executive feedback
Manage legal Matters	<ul style="list-style-type: none"> • Under direction, supervision and guidance, successfully manage allocated legal matters including: <ul style="list-style-type: none"> ○ Privacy ○ Freedom of Information; and ○ Claims ○ Commercial (including contract dispute resolution) ○ Employment ○ Governance & Probity ○ Compliance and reporting processes 	<ul style="list-style-type: none"> • Successful or reasonable outcomes that limit the risks and exposure to GRV • Timely management of legal matters and meeting
Teamwork	<ul style="list-style-type: none"> • Regularly attend and actively contribute to team meetings • Actively contribute to the ongoing initiatives as part of the regulatory framework for greyhound racing in Victoria • Undertake any other reasonable tasks as directed by the Manager of Legal Services and General Counsel 	<ul style="list-style-type: none"> • Continuous improvement outcomes • Internal and external customer feedback
Compliance	<ul style="list-style-type: none"> • Ensure knowledge of relevant policies, procedures, guidelines and work methods is actively maintained • Complete all mandatory and scheduled training as requested. 	<ul style="list-style-type: none"> • GRV policy, procedures and guidelines compliance • Mandated and scheduled training up to date.
Safety and Wellbeing	<p>As an employee:</p> <ul style="list-style-type: none"> • Take care of your own health, safety and wellbeing and that of any other person who may be affected by your actions or omissions in the workplace • Understand responsibilities and accountabilities of yourself and others in accordance with OH&S legislation and GRV policies • Promote an open and active safety management and wellbeing culture • Maintain a safe working environment within your area of responsibility. 	<ul style="list-style-type: none"> • Role model safe work practices at all times • Actively support and promote safety and wellbeing • Incidents, accidents and hazards reported as soon as possible.

PERSON SPECIFICATION
Education & Qualifications
<ul style="list-style-type: none"> • Bachelor's Degree in Law • Current Australian Legal Practising Certificate for the State of Victoria • Minimum 3 years' experience (legal firm and/or in-house legal role) • Experience working in a regulatory environment (desirable)
Skills, Knowledge & Attributes
Personal Attributes: <ul style="list-style-type: none"> • Strong appreciation of rules and regulations • Ability to maintain professional independence under pressure • Advocate for organisational decisions • Effective communicator • Proven team player across organisational lines • Excellent written skills
Knowledge and Experience: <ul style="list-style-type: none"> • Demonstrated experience managing legal matters, with minimal supervision • Knowledge and understanding of privacy and freedom of Information (desirable) • Experience with dispute resolution and enforcing contractual rights • Knowledge and understanding of greyhound racing and/or racing industry (desirable)
Skills: <ul style="list-style-type: none"> • Ability to successfully establish and maintain key working relationships that add value and assist the organisation to meet its objectives • Demonstrated skills in internal client stakeholder management • Influencing strategic direction of legal matters • Excellent analytical and conceptual skills • Ability to communicate complex legal advice to people from various backgrounds • Analytical and problem-solving skills • Attention to detail with advanced organisational, time management and prioritisation skills.
Inclusion, Diversity & Belonging Statement
<p>Greyhound Racing Victoria is committed to building a workplace that not only respects but embraces difference and sees diversity as an essential part of our success. GRV is an organisation that is driven by values and strives for a culture of inclusion where all people feel respected, valued, listened to, inspired and that they belong.</p>

Position description accepted by:

NAME: _____ **DATE:** _____

SIGNATURE: _____