

Legal Manager

Governance, Legal and Performance

Administrative Division



**the university
for the real world**

About QUT

QUT is a major Australian university with a global outlook and a 'real world' focus. We are one of the nation's fastest growing research universities and our courses are in high demand.

We are an ambitious and collaborative institution that seeks to equip our students and graduates with the skills they will need in an increasingly disrupted and challenged world. We are transforming the student experience we offer our 50,000 students and we place a premium on the international and national accreditation of our various professional degrees.

Our internationally award-winning Science and Engineering Centre is home to The Cube, acknowledged as one of the world's largest digital interactive learning and display spaces. QUT established the world's first Creative Industries Faculty, and we invest heavily in collaborative learning and interdisciplinary research environments, including the \$95M Education Precinct.

Further information about QUT can be obtained from the website at www.qut.edu.au.

Our Vision

QUT's [Blueprint 6](#) is our institutional strategic plan. The Blueprint formalises QUT's ambitions and declares our strong sense of purpose which is to provide transformative education and research relevant to our communities. It provides a framework and strategies to enable QUT to realise our vision to be the university for the real world and identifies the following priorities:

- support aspiration and inclusion
- encourage creativity and entrepreneurship
- embrace digital transformation and technology
- embed principles of health and wellbeing
- support Indigenous Australian engagement, success and empowerment
- enable professional engagement and ethical leadership and,
- focus on the environment and sustainability

Aligned to and supporting our vision are the QUT Values. These Values highlight what makes QUT distinct and successful. Providing a compass for our decisions, actions and behaviours and strengthening our community.

QUT Values

- Ambition
- Curiosity
- Innovation
- Integrity
- Inclusiveness

About the Administrative Division

The Administrative Division plays an integral role in assisting the University to achieve its teaching, research and service goals in two important ways: firstly by providing management and support services in relation to students and staff through a range of operations; and secondly through its role as the custodian of the University's legislative obligations and standards, governance and policy.

About the Position

The Legal Manager is responsible for leading a team of expert legal professionals in providing in-house legal advice to officers of the University, including the Vice-Chancellor, University Registrar and other members of the senior executive, on a wide range of general legal issues, which may include commercial contracts on matters such as procurement, IT services, property transactions, together with other matters such as employment, discrimination and student issues.

The Legal Manager is responsible for building strong relationships within the QUT community in the delivery of high quality legal advice and services. The Legal Manager is expected to serve the best interests of the University but is also to comply with the standards of conduct required for members of the legal profession.

This position reports to the Director, Governance, Legal and Performance for supervision, workload management and for Performance Planning and Review (PPR).

Key responsibilities include:

- Responsibility for the provision of general legal advice to the University community, the coordination of external legal providers and the development of standards and protocols for in-house legal services.

- Responsibility for overseeing and providing direction for QUT's Legal Officers in providing QUT staff with practical legal advice on:
 - legal risks and liabilities relating to commercial transactions, legislative compliance, individual disputes, discrimination and student issues;
 - contractual issues;
 - insurance issues, in particular, on management and settlement of claims under QUT's insurance policies;
 - dispute resolution in relation to general commercial disputes.
- Drafting, negotiating and settling various documents such as:
 - Routine contracts supporting the University's business activities, such as sponsorships, secondments, student placement agreements and similar;
 - Consultancy agreements;
 - Information Technology procurements;
 - Property transactions;
 - Correspondence of senior officers relating to legal issues, disputes or legal claims.
- Liaising with senior officers across the University on the management of legal risks and on matters where QUT is or may become a party to or involved in legal proceedings. This duty includes:
 - Advising QUT on its exposure to liability as a result of QUT being a party to legal proceedings, including the risk of pecuniary loss, statutory fines or convictions;
 - Instructing QUT's external legal providers in respect of mediation, court proceedings or arbitration, where applicable;
 - Responding, in conjunction with relevant business areas, to notices of non-party disclosure, subpoenas, warrants or similar served on QUT.
- Researching complex legal issues affecting QUT, such as statutory obligations imposed under legislation, contractual and common law issues.
- Providing practical advice to QUT on its compliance with legal obligations and policy requirements including competition and consumer /trade practices issues, and administrative law.
- Educating and providing written material to QUT staff on legal and related issues, including presentations and training workshops.

- Provide leadership to the University in implementing best practice and continuous improvement processes in the management of legal issues by the University and to ensure that external legal firms meet QUT's service standards.
- Compliance with health and safety policies, procedures, hazard reporting and safe work practices.

To ensure job flexibility the successful appointee may:

- Be required to perform any other duties as nominated by the University consistent with the relevant classification descriptors detailed in the Enterprise Agreement. Staff undertaking any new duties will receive training.
- Be required to participate in job rotation or multiskilling in consultation with their supervisor.
- Work across campuses.

Type of appointment

This appointment will be offered on an ongoing, full-time basis.

Location

Kelvin Grove campus.

Selection Criteria

1. Education, training and/or experience equivalent to a degree in Law, and admission as a Legal practitioner in the State of Queensland with an unrestricted practising certificate.
2. Demonstrated ability to draft a wide variety of legal documents, with particular emphasis on drafting of contracts and agreements in a plain English drafting style.
3. Demonstrated ability to provide practical advice on variety of legal matters, and demonstrated ability to handle and resolve complex legal issues.
4. Highly developed interpersonal skills, including negotiation skills, to effectively communicate and liaise with clients within the University at all levels, as well as external clients and agencies, while also demonstrating respect for sensitivity and confidentiality of issues handled.
5. Proven high level written communication skills including research and analytical skills for investigating issues and interpreting trends, policies and practices.

6. Demonstrated high-level planning and organisational skills, including the ability to multi-task and work effectively under pressure to meet deadlines.
7. Proven effective leadership and management skills that drive team work, high performance and excellence in client service provision.

Remuneration and Benefits

The classification for this position is Higher Education Worker Level 10 (HEW10) which has an annual remuneration range of \$143,375 to \$160,362 pa. Which is inclusive of an annual salary range of \$122,188 to \$136,664 pa and 17% superannuation.

In July 2020 QUT staff voted in favour of a variation to its Enterprise Agreements. The variations were approved by the Fair Work Commission in August 2020.

The variation impacts leave loading (for new staff no loading will be paid or accrued during the period the variation is in effect), salary increases (the salary increase which was due to occur in the first full pay period of December 2020 has been deferred until the first full pay period of December 2021) and superannuation (superannuation will be paid to staff as though the salary increase which would have been paid in December 2020 has taken effect and, subject to the rules of the superannuation fund, a defined benefit member will continue to make contributions in alignment with the contributions made by the University). A link to the variation is [here](#).

Beyond personal and professional fulfilment, a career at QUT brings a broad range of tangible benefits. With competitive remuneration including superannuation, the University offers real and generous benefits.

QUT is a high quality and flexible organisation that is proud of its excellent employment conditions which include but are not limited to:

- Reduced working year scheme
- Parental leave provisions
- Study support encompassing leave and financial assistance
- Comprehensive professional development
- Salary Packaging

Further benefits can be found at the [Working at QUT](#) page.

Information for applicants

Applicants who reach the final stage of the selection process will be expected to undergo a check of their criminal history. Those matters which do not have an impact on the inherent requirements of the position will not be taken into consideration. Applicants will be provided with an opportunity to discuss the outcome of the check before a decision on appointment is made.