

Position Description

Position title:	Senior Lawyer
Directorate:	Governance
Service Unit:	Legal
Reports to:	Manager, Legal Services and Contracts
Direct reports:	Nil
Salary point:	SP
Work location:	City Administration Centre, 12 Stewart Avenue, Newcastle
Date revised:	March 2020

What's it like working at the City of Newcastle?

We are focused on making a real difference in our community and achieving our vision of **creating a smart, liveable and sustainable global city**. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers opportunity to develop in your current role, grow into future opportunities and reach your full potential.

Our organisation's values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making, our day to day interactions and everything we do.

What's it like working in Legal?

The Legal Service Unit is a multidisciplinary unit that leads and guides City of Newcastle in its core legal, governance and risk functions.

The Legal team supports staff and elected officials towards good governance, legislative compliance and risk management that supports the making of ethical, timely, risk informed and evidenced based decisions.

What's the focus of this position?

This position is responsible for providing quality legal advice and assistance to management and staff and facilitate CN's dispute resolution programs.

What you'll be doing:

- Manage and coordinate the preparation, drafting and settlement of sale of land contracts, including the provision of in-house legal conveyancing services and the ongoing management and oversight of conveyancing transactions on behalf of CN, including, where necessary or appropriate, the instruction of external legal counsel.
- Preparation, drafting and review of lease and licence agreements on behalf of CN in respect of the leasing and licencing of CN property that is either owned or managed by CN.
- Maintain CN's Land Register and ensure that all real property acquisitions and disposals are recorded.
- Provide advice both internally and externally regarding all CN's real property holdings and, specifically as required, to CN's Commercial Property Business Unit.
- Negotiate, draft, review and interpret contracts, policies and other legal documents.
- Provide advice to CN in relation to legislative compliance including monitoring and communicating changes to legislation.
- Develop, implement and monitor systems for recording and reporting on legal services and expenditure.
- Brief, monitor and manage services from external legal service providers to ensure the best outcome for CN.
- Provide education programs and disseminate information to Councillors, management and staff on legal issues.
- Any other accountabilities or duties as directed by your Manager which are within the employee's skill, competence and training.

Council acknowledges:

(a) the need for independence of the employee due to the employee's role as Corporate Lawyer;

and

(b) that his or her obligations as a legal practitioner, including to the court, are paramount and prevail over duties to the Council, as the employee's employer

Council will take such steps as are practicable to implement protocols to achieve the requisite independence.

The essentials you'll need:

- Tertiary level qualifications in law with a minimum of 4 years' PAE and a current practising certificate.
- Experience in providing a broad range of legal advice including in a local government and/or commercial environment.
- Experience in the conduct of court and tribunal matters including representation and instructing counsel.
- Demonstrated competence in negotiation and dispute resolution including mediation.
- Highly developed written and oral communication skills.
- Ability to work under pressure with limited supervision and as part of a multi-disciplined team.



Other valuable skills you may have:

- Comprehensive knowledge of legislation relevant to Council including the *Local Government Act, Environmental Planning & Assessment Act, Privacy and Personal Information Protection Act* and the *Government Information (Public Access) Act 2009*.
- Experience in commercial and/or Land and Environment Court litigation.
- Experience in the preparation and delivery of legal education programs.

We'll encourage you along the way

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.

Employee Name:	
Employee Signature:	
Date:	