

Mission Australia

About us:	<p>Mission Australia is a non-denominational Christian organisation that has been helping people re gain their independence for over 155 years.</p> <p>The Mission Australia 2017-2020 strategic plan charts the strategic direction for our commitments and policy directions. Services are delivered in partnership with federal, state and local governments and with a range of corporate and community organisations, to make a real difference to the well-being of Australians in need.</p> <p>Mission Australia is continuing to develop the way it delivers services to individuals and communities through a well-connected, flexible and responsive service delivery model. This transition requires significant governance reform and strategic financial management.</p> <p>Mission Australia brings together a range of services for near on 400,000 people around Australia who are economically and socially vulnerable in the community (children, young people, families, aboriginal and Torres Strait islanders, the unemployed, offenders, people with disabilities, the ageing and the homeless). Together we stand with Australians in need, until they can stand for themselves.</p>
Purpose:	<p>Inspired by Jesus Christ, Mission Australia exists to meet human need and to spread the knowledge of the love of God: <i>“This is how we know what love is: Jesus Christ laid down His life for us. And we ought to lay down our lives for others”</i> (1 John 3:16). This is one integrated purpose – to live in obedience to the call of Jesus to <i>love the Lord our God with all our being, and our neighbour as ourselves</i> (Luke 10:27).</p>
Values:	Compassion Integrity Respect Perseverance Celebration
Goal:	To reduce homelessness and strengthen communities.

Position Details:

Position Title:	In-house Lawyer
Division:	Legal
Reports to:	Head of Legal, Housing
Position Purpose:	<p>This position is a permanent fulltime position to meet the business needs of Mission Australia and its controlled entities (Mission Australia Group) with a focus on providing legal support to Housing as operated by specific Mission Australia Group entities including Mission Australia Housing and Mission Australia Housing (Victoria).</p> <p>The role is responsible for a variety of matters arising both within Housing and other functions of the Mission Australia Group including:</p>

- Dealing with property and community housing related legal issues, community housing regulation and Housing policies and procedures;
- Dispute resolution, litigation, complaints handling and potential litigation including supporting NCAT and other proceedings;
- Privacy advice work, file requests, subpoenas, information exchange requests and FOI applications;
- General commercial work, contracts, government tenders, MOUs, and advices to management and operations staff including in relation to Mission Australia Group policies and procedures, projects, risks and incidents;
- Assist with developing and delivering training on legal issues; and
- Manage external legal counsel.

The successful incumbent will have general commercial and dispute resolution skills. Experience in property, government contracts/tenders, financing, early education/social services law, privacy law and/or intellectual property would be an advantage.

This role will work under supervision of Head of Legal, Housing and will also receive work from the General Counsel and Head of Legal, Service Delivery.

Position Requirements (What are the key activities for the role?)

Key Result Area 1	Legal Advice
<p>Key tasks</p> <p>Under the supervision of the Head of Legal Housing and if required in consultation with the General Counsel or the Head of Legal Service Delivery:</p> <ul style="list-style-type: none"> • Determine the appropriate legal course of action to meet the business needs of the Mission Australia Group including Housing; • Review, draft, negotiate and analyse a variety of contracts, funding agreement, MOUs, strategic alliances and tenders; • Review and advise on privacy issues and disclosure of information as they relate to the Mission Australia Group; • Provide general commercial legal advice. 	<p>Position holder is successful when</p> <ul style="list-style-type: none"> • Respond promptly to legal requests from Housing and other relevant areas of the Mission Australia Group. • Agreed service levels are met. • Legal advice is consistently delivered in accordance with organisation needs in terms of quality, timeliness and cost. • Contracts executed by the organisation adequately protect the interests of Mission Australia or the relevant entity within the Mission Australia Group; • Negotiated agreements comply with Mission Australia Group policies and risk tolerance.

Key Result Area 2	Risk and Compliance
Key tasks	Position holder is successful when
<p>Under the supervision of the Head of Legal Housing and if required in consultation with the General Counsel or the Head of Legal Service Delivery:</p> <ul style="list-style-type: none"> • Review, draft, negotiate and analyse a variety of court/tribunal documents and submissions; • Provide advice and support on dispute resolution and litigation matters including complaints and incidents; • Assist with developing and delivering training to support legislative compliance and reduce risk • Support compliance and risk in activities to ensure legislative compliance and good corporate governance as relevant to the Mission Australia Group. 	<ul style="list-style-type: none"> • Respond promptly to risk and incident legal requests from Housing and other relevant areas of the Mission Australia Group • Litigation and complaint management is conducted strategically in line with business needs and in a way that the reputation of Mission Australia or the relevant entity in the Mission Australia Group is not prejudiced. • Positive contributions are made to meet the professional needs of the relevant business units within the Mission Australia Group.
Key Result Area 3	Stakeholder Management
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> • Work with General Counsel to ensure accurate and reliable information and opinions are provided to the ExComm and to the Board as required. • Work closely with the General Counsel to ensure full and accurate disclosure of areas of risk and compliance across the business. • Develop and maintain strong, effective and consultative working relationships with key internal stakeholders within the Mission Australia Group 	<ul style="list-style-type: none"> • Key stakeholders are fully informed in areas of interest from a legal perspective. • Head of Legal Housing, General Counsel or Head of Legal Service Delivery as relevant is fully informed on the performance of all areas of legal work being undertaken. • Business units within Mission Australia Group acknowledge that services are reliable and provided within the terms of any Service Level Agreement. • Positive relationships are developed with all relevant personnel, resulting in the smooth operation of all business related activities

	<ul style="list-style-type: none"> Conflicts of interest are avoided or effectively managed and confidentiality and instruction lines are maintained
Key Result Area 4	Self and Skills Development
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> Maintain and develop professional legal skills. Work with minimal supervision and collaboratively in a collegial team environment within the Legal team. Develop and maintain strong and effective knowledge of business drivers in Housing and other areas of operations within Mission Australia Maintain adherence with all internal and external policies and procedures. Participate in all conferences, senior management meetings, and staff meetings as required. Liaise with members of Mission Australia staff, government departments, external agencies, other relevant bodies, to assist with the achievement of Mission Australia's strategy. 	<ul style="list-style-type: none"> Annual mandatory continuing legal education is met and practice certificate renewed. Steps are taken to develop personal and professional skills sufficient to be considered a trusted adviser to relevant business units within Housing and the wider Mission Australia Group. Establish and maintain excellent relationships with internal and external sources. All enquiries are responded to in a friendly, efficient and timely manner with urgent requests and issues brought to the attention of the Head of Legal Housing, General Counsel or Head of Legal Service Delivery as relevant.

Work Health and Safety

Everyone is responsible for safety and must maintain:

- A safe working environment for themselves and others in the workplace
- Ensure required workplace health and safety actions are completed as required
- Participate in learning and development programs about workplace health and safety
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries

Purpose and Values

- Actively support Mission Australia's purpose and values;
- Positively and constructively represent our organisation to external contacts at all opportunities;
- Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behaviour at all times;
- Operate in line with Mission Australia policies and practices (EG: financial, HR, etc.);
- To help ensure the health, safety and welfare of self and others working in the business;
- Follow reasonable directions given by the company in relation to Work Health and Safety.
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries
- Promote and work within Mission Australia's client service delivery principles, ethics, policies and practice standards
- Actively support Mission Australia's Reconciliation Action Plan.

Recruitment information

Qualification, knowledge, skills and experience required to do the role

- 3+ years PQE
- Current practicing certificate
- General experience in:
 - Commercial Law
 - Dispute Resolution
- Results orientation
- High level diplomacy and discretion
- Excellent communication and customer service skills
- Demonstrated ability to apply initiative and problem solving skills
- Excellent organisational and time management skills
- Ability to work as part of a team

Key challenges of the role

- Assisting to manage the risks and costs of protecting Mission Australia Group's legal interests in a diverse and changing business environment
- Maintaining a detailed knowledge of all legislation and policy which has a legal implication for the organisation
- Maintaining an extensive network of both internal and external stakeholders, and conveying complex and often controversial legal concepts in clear and simple language.

Compliance checks required

Working with Children

National Police Check

Vulnerable People Check

Drivers Licence

Other (prescribe)

Current practicing certificate

Approval

Manager name

Sally Ascroft General Counsel

Approval date

24 May 2018