

**PART 1 – POSITION DETAILS**

**Position Title** **Position Title** Legal Counsel

**Position Number** P02020

**Division** Corporate & Legal

**Business Unit** Office of General Counsel

**Grade** TRP

**Reports to** General Counsel

**Hours** 70 hours per fortnight

**Status** Permanent

**Date of last review and update**  January 2020

**NORTHERN BEACHES COUNCIL’S VISION AND VALUES**

Our Vision is “Delivering the highest quality service, valued and trusted by our community” critical to this are our values of Trust, Respect, Integrity, Teamwork, Service and Leadership.

**DIVISION**

**Corporate & Legal**

The Corporate & Legal Division is responsible for a range of functions which support the whole of Council to deliver high quality services to our Northern Beaches bush land, rural and coastal community. The Division comprises of the following business units – Business Performance, Finance; Governance & Risk, Internal Audit & Complaints and Office of General Counsel.

**PART 2 – BUSINESS UNIT OVERVIEW**

**Office of General Counsel**

The Office of General Counsel business unit seeks to protect and advance the interests of the organisation in legal matters, including in litigation and transactions, as well as through the provision of legal advice to support sound decision-making.

The business unit seeks to ensure that high quality, practical and strategic legal services are provided to Council, in a way that appropriately addresses the sometimes unpredictable environment in which Council operates.

The business unit provides the service with the assistance of external legal service providers. The role of the business unit includes the strategic management of external legal service providers and Council’s legal expenditure.

**PART 3 – ROLE PURPOSE & KEY RESPONSIBILITIES**

**Role Purpose**

Reporting to the General Counsel, the Legal Counsel provides support in the provision of efficient and effective legal services for Northern Beaches Council.

The position is part of a core in-house unit comprising qualified legal practitioners, para-legal and administrative support and works closely with senior managers and staff across the organisation involved with, or who require, legal advice or services.

The resources of the unit are supplemented by the use of external legal service providers on an as needs basis. The position works closely with external legal service providers engaged to provide specialist legal advice or to represent Council on specific legal matters before the Courts.

**Key Responsibilities**

* To provide efficient and effective legal services and advice to Council on legal issues affecting Council.
* To support the General Counsel in managing Council’s litigation in all courts. These include:
* the Land and Environment Court (with or without counsel);
* the Local Court (with or without counsel);
* the District Court (with or without counsel);
* the Supreme Court (with or without counsel);
* the Court of Appeal;
* other jurisdictions as appropriate.
* To provide advice on property and commercial matters, including but not limited to, leases, licenses, deeds, easements/covenants, contracts and tenders.
* To provide advice on Council’s legislative responsibilities under the Local Government Act 1993, the Environmental Planning and Assessment Act 1979, Roads Act 1993, Conveyancing Act 1919, Crown Lands Management Act 2016 and other relevant legislation.
* To liaise with Council’s external legal service providers and consultants
* To liaise with and advise internal clients in relation to the provision of legal services.
* To conduct legal research, analysis, report and maintain legal precedents in relation to all legal matters affecting Council.

**People Leadership**

* Role model the Northern Beaches Council’s values and behaviours.

**Operational**

* Ensure compliance with Council processes and procedures
* Liaise with the public and external groups/organisations if required
* Negotiate on important matters with a high degree of independence
* Build and maintain productive relationships with senior level internal and external stakeholders
* Ensure compliance with relevant federal, state, local and statutory regulations including the requirements of the Code of Conduct, Equal Employment Opportunity (EEO) principles, the Work Health and Safety Act 2011, the Local Government Act 1993 and the requirements of ICAC
* Learn, promote and ensure compliance with WHS policies and procedures
* Document and communicate WHS issues to the General Counsel.

**Business Performance**

* Take personal responsibility for behaving in accordance with the organisation’s values and directions.
* Actively participate and contribute to the delivery of the Office of General Counsel business plans.
* Actively participate and contribute toward the integration of core services across Council.
* Remain aware of relevant innovation and industry trends and issues and implement relevant changes to the workplace to ensure Council achieves better practice and strategic objectives.

*\*\*\* Whilst this position description covers the key areas of responsibilities, this list is not exhaustive. Day to day tasks and responsibilities may vary and be in addition to those listed above (reasonably and within the limits of individual skills, competence and training)*

**PART 4 – ESSENTIAL CRITERIA**

**Educational & Experience Requirements**

* Substantial experience in providing and managing the provision of quality legal advice and services across a variety of legal practice areas including environmental, planning and administrative law
* Well-developed written and oral communication skills and the ability to communicate effectively with people at all levels
* Substantial experience in the preparation and provision of advice on complex legal issues
* Demonstrated ability to conduct legal proceedings (with or without counsel) across a range of jurisdictions
* Demonstrated ability to conduct legal research, analysis and provide practical legal advice
* Demonstrated experience in property and commercial law, including leasing, licensing, tenders and contracts, preferably in a local government or comparable context
* Substantial experience (minimum 5-10 years) in legal practice within a corporate, local government, government or private practice environment
* Admitted to practice law in New South Wales as Barrister or Solicitor
* Holder of a current legal practising certificate
* Ability to apply customer service, continuous learning, equal employment opportunity, workplace health and safety and ethical practice principles.

**Capabilities & Knowledge**

* Strong leadership skills, with a proven ability to role model values and behaviours
* Strong organisational skills
* Demonstrated experience in effective communications with a range of stakeholders
* Demonstrated ability to act with integrity at all times, with all stakeholders
* Demonstrated problem solving and decision making skills
* Demonstrated commitment to EEO, WHS and ethical practice principles.

**PART 5 – DESIRABLE CRITERIA**

* Knowledge and understanding of local government
* Experience in building a positive organisational workplace culture
* Demonstrated ability to initiate and respond effectively to change
* Awareness of the key issues and the statutory and regulatory environment relevant to local government in NSW.