

Role Description

Legal Officer



Is this Cluster	Enterprise, Investment & Trade
Agency	Australian Museum
Division/Branch/Unit	Operations
Role number	51003098
Classification/Grade/Band	Clerk Grade 7/8
ANZSCO Code	271299
PCAT Code	1228192
Date of Approval	February 2023
Agency Website	https://australian.museum/

Overview

Australian Museum (AM) is located on the homelands of the Gadigal people. The AM acknowledges and pays respect to the Gadigal people as the custodians of the land, sky and waterways, paying respect to Elders past, present.

The Australian Museum (AM) operating within the NSW Department of Enterprise, Investment & Trade cluster, is the first museum in Australia and was founded in 1827. The AM provides access, engagement and scientific research to increase our understanding of natural history and culture, particularly of the Australasian region. The AM holds more than 22 million objects of biological, geological and cultural collections and develops programs, exhibitions and school and community education initiatives onsite, online and offsite.

The AM mission is: *To ignite wonder, inspire debate and drive change.*

The AM vision is: *To be a leading voice for the richness of life, the Earth and culture in Australia and the Pacific. We commit to transform the conversation around climate change, the environment and wildlife conservation; be a strong advocate for First Nations' culture; and continue to develop world-leading science, collections, exhibitions and education programs.*

For more information, visit the [website](#).

The AM supports a diverse workforce and promotes applications from all ages and genders, Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse groups, the LGBTQIA+ community, veterans, refugees and people with disabilities

Primary purpose of the role

The Legal Officer will assist the General Counsel with a broad range of contractual, legal research and drafting assignments for the AM, as well as providing advice on legal and strategic issues affecting the AM's operations and programs. The role will also assist with major RFP and Procurement processes, will be experienced in commercial law, document preparation, and conducting legal research, and advising on the same, and will as part of the role gain an excellent understanding of legal issues in museum administration, including procurement, copyright, governance, contracts, exhibitions and insurance issues.

Key accountabilities

- Work closely with the General Counsel in preparing AM contracts, conducting legal research, attending client meetings and advising on other AM matters as required
- Assist with AM procurement including the legal and contracting aspects of procurements for goods and services, government panel arrangements, advice of RFTs and tender responses, straightforward negotiations with suppliers
- Assist on general commercial matters including review of research funding agreements, image rights and other IP licensing templates
- Undertake research projects and prepare written material and reports including briefing notes, discussion papers, minutes, correspondence, and documentation to assist the General Counsel.
- Assist in the provision of information on legal practice and procedure to ensure the Museum operates according to legal requirements.
- Maintain relationships with stakeholders including representatives of government agencies, statutory offices, oversight bodies and other relevant groups in person and by preparing correspondence and other documentation.
- Contribute to legal specific inquiry by responding to enquiries, disseminating information and ensuring relevant legal documentation is up to date.
- Contribute to the improvement of processes and actively engage with colleagues and the General Counsel to implement such improvements.

Key challenges

- Managing competing priorities and providing consistently high levels of support, given heavy workloads, short deadlines, and the need to maintain confidentiality and act with discretion.
- Maintain up-to-date knowledge of the Museum's structure, function and objectives as well as a range of administrative systems, policies, procedures, protocols, guidelines and legislative requirements.
- Managing relationships and collaborating with colleagues to meet the needs of the Museum.

Key relationships

Who	Why
Internal	
General Counsel	<ul style="list-style-type: none">• Receive direction and guidance• Participate in discussions and decisions; escalate issues and propose solutions; receive guidance and provide regular updates on key projects, issues and priorities.
AM Staff	<ul style="list-style-type: none">• Provide legislative and advisory services and develop ongoing relationships• Manage the flow of information, seek clarification and provide advice and responses.• Develop and maintain effective working relationships and open channels of communication.

Who	Why
External	
Stakeholders	<ul style="list-style-type: none"> • Liaise with a wide range of stakeholders including statutory bodies such as ICAC and the Ombudsman and external legal providers including barristers and the NSW Crown Solicitor. • Provide sound and reliable advice; manage expectations, resolve and provide solutions to issues; negotiate outcomes and timeframes

Role dimensions

Decision making

This role has autonomy and makes decisions that are under their direct control. It refers to a Manager decisions that require significant change to program outcomes or timeframes or are likely to escalate or require submission to a higher level of management. This role is fully accountable for the delivery of work assignments on time and to expectations in terms of quality, deliverables and outcomes.

Reporting line

The role reports directly to the General Counsel.

Direct reports

Nil

Budget/Expenditure

Budgets and expenditure are in accordance with approved Annual Budget and financial delegations and procedures subject to project type and sponsoring business unit.

Essential requirements

Legal qualification, with at least 2 years PAE

Knowledge and Experience

- Commercial legal experience.
- Experience with government procurement processes (desirable)
- Interpersonal and communication skills to interact with people in a variety of positions and effectively communicate complex information and provide accurate advice to people from various backgrounds, including staff and external parties.
- Skills and experience in contracting, conducting legal research and analysis, providing interpretation and advice.
- Demonstrated experience writing a variety of documents to a high standard including reports, briefing documents, and correspondence.

Capabilities for the role

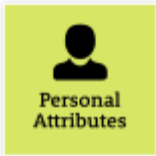

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into **focus capabilities** and **complementary capabilities**.


Focus capabilities


Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

FOCUS CAPABILITIES			
Capability group/sets	Capability name	Behavioural indicators	Level
	Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change	<ul style="list-style-type: none"> • Be flexible and adaptable and respond quickly when situations change • Offer own opinion and raise challenging issues • Listen when ideas are challenged and respond appropriately • Work through challenges • Remain calm and focused in challenging situations 	Intermediate
	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way and encourage others to do so • Act professionally and support a culture of integrity • Identify and explain ethical issues and set an example for others to follow • Ensure that others are aware of and understand the legislation and policy framework within which they operate • Act to prevent and report misconduct and illegal and inappropriate behaviour 	Adept
	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> • Keep up to date with relevant contemporary knowledge and practices • Look for and take advantage of opportunities to learn new skills and develop strengths • Show commitment to achieving challenging goals • Examine and reflect on own performance • Seek and respond positively to constructive feedback and guidance • Demonstrate and maintain a high level of personal motivation 	Adept
	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> • Focus on key points and speak in plain English • Clearly explain and present ideas and arguments • Listen to others to gain an understanding and ask appropriate, respectful questions • Promote the use of inclusive language and assist others to adjust where necessary 	Adept

FOCUS CAPABILITIES


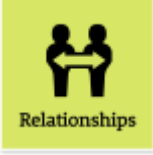


Capability group/sets	Capability name	Behavioural indicators	Level
		<ul style="list-style-type: none"> Monitor own and others' non-verbal cues and adapt where necessary Write and prepare material that is well structured and easy to follow Communicate routine technical information clearly 	
	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none"> Focus on providing a positive customer experience Support a customer-focused culture in the organisation Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers Identify and respond quickly to customer needs Consider customer service requirements and develop solutions to meet needs Resolve complex customer issues and needs Cooperate across work areas to improve outcomes for customers 	Intermediate
	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> Seek and apply specialist advice when required Complete work tasks within set budgets, timeframes and standards Take the initiative to progress and deliver own work and that of the team or unit Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals Identify any barriers to achieving results and resolve these where possible Proactively change or adjust plans when needed 	Intermediate
	Plan and Prioritise Plan to achieve priority outcomes and respond flexibly to changing circumstances	<ul style="list-style-type: none"> Understand the team and unit objectives and align operational activities accordingly Initiate and develop team goals and plans, and use feedback to inform future planning Respond proactively to changing circumstances and adjust plans and schedules when necessary Consider the implications of immediate and longer-term organisational issues and how these might affect the achievement of team and unit goals Accommodate and respond with initiative to changing priorities and operating environments 	Intermediate

FOCUS CAPABILITIES			
Capability group/sets	Capability name	Behavioural indicators	Level
	Technology		Intermediate
	Understand and use available technologies to maximise efficiencies and effectiveness	<ul style="list-style-type: none"> Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks Use available technology to improve individual performance and effectiveness Make effective use of records, information and knowledge management functions and systems Support the implementation of systems improvement initiatives, and the introduction and roll-out of new technologies 	

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

COMPLEMENTARY CAPABILITIES			
Capability group/sets	Capability name	Description	Level
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
	Project Management	Understand and apply effective planning, coordination and control methods	Intermediate