

Role Description

General Counsel



510Cluster	Department of Enterprise, Investment and Trade
Agency	Australian Museum
Division/Branch/unit	Operations / legal
Location	Sydney CBD
Classification/Grade/Band	Clerk Grade 11/12
ANZSCO Code	111211
Role Number	51000682
PCAT Code	132111
Date of Approval	Oct 2022
Agency Website	https://australian.museum/

Agency 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](https://australian.museum/).

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 General Counsel provides a variety of management, legal and professional support across the Australian Museum with an emphasis on planning, operational efficiency and effectiveness. The Corporate Counsel coordinates and leads activities that directly under the responsibility of the Director Corporate Services & CFO as well as serves as an internal consultant within the organization to support and/or lead a variety of initiatives aimed at increasing organizational effectiveness

Key accountabilities

- Provide high level advice to the Director Corporate Services & CFO on strategic planning and business opportunities, risk management and continuous quality improvement
- Ensure that cohesive governance and risk management policies and guidance are in place to clearly define responsibilities, processes, delegations and decision-making powers; and fully comply with organisational, business, tax and regulatory requirements.
- Work with the Executive Leadership Team to improve operational systems, processes and policies to support management reporting, information flow and management, business processes and organisational planning.
- Provide legal advice and assistance to the AM executive leadership team on known and emerging regulatory issues, options for compliance and enforcement action, investigations, litigation and operations to effect desired regulatory outcomes.

Key challenges

- Deliver legal assistance and advice related services on complex and sensitive matters which is reflective of Departmental business objectives and mitigate legal risks to achieve appropriate outcomes, where there may be a number of competing priorities and interests held across Government.
- Establishing and maintaining good working relationships across colleagues, key clients, and stakeholders to ensure compliance and enforcement is effective and reduces litigation risk.

Key relationships

Who	Why
Internal	
COO & CFO (2 managers?)	<ul style="list-style-type: none">• Provides input, advice, guidance and general oversight
Executive Leadership Team	<ul style="list-style-type: none">• Provide operational and legal assistance, advice, discuss and resolve issues, share information.• Participate in meetings, share information and provide input on issues
Australian Museum staff	<ul style="list-style-type: none">• Work collaboratively with staff across the AM to share information and advice, and ensure robust compliance and enforcement processes.
AM Clients	<ul style="list-style-type: none">• Provide legislative and advisory services and develop ongoing relationships with staff and clients, particularly clients with licensing, approval, compliance or enforcement responsibilities.
External	
NSW 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.
Department Enterprise, Trade & Investment, other NSW agencies, other State and Commonwealth Government agencies, clients and community	<ul style="list-style-type: none">• Exchange ideas and strategies.• Promote effective interagency liaison regarding issues related to legal management of key projects• Keep up to date with and provide input to developments in the field.

Role dimensions

Decision Making

This role has autonomy and makes decisions that are under their direct control. It refers to the Executive decisions that require significant change to program outcomes or timeframes or are likely to escalate. This role is fully accountable for the delivery of work assignments on time and to expectations in terms of quality, deliverables and outcomes. This role submits reports, business cases and other forms of written advice with minimal input from the Director.

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- The role operates under the strategic guidance of the COO & CFO
- Independently plans and sets priorities for work to be completed, taking into account the context of pressing organisational requirements and deadlines.
- Decisions which are referred to the Director Corporate Services & CFO include matters that may have a significant impact on AM's workforce

Reporting Line

Director, Corporate Services & CFO (should only be COO)

Direct Reports

Legal Officer

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.

Knowledge and Experience

- Current experience and demonstrated success in operational management with relevant tertiary qualifications and/or knowledge and experience
- Knowledge and experience of administrative law is desirable.
- Knowledge and experience in order to deliver the Key Accountabilities and perform to the Focus Capabilities outlined in this Role Description.





Essential requirement – legal licence?

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Adept
	Act with Integrity	Advanced
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Advanced
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Deliver Results	Advanced
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Advanced
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	Intermediate

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Courage	Adept	<ul style="list-style-type: none"> Be flexible, show initiative and respond quickly when situations change Give frank and honest feedback/advice Listen when ideas are challenged, seek to understand the nature of the criticism and respond constructively Raise and work through challenging issues and seek alternatives Keep control of own emotions and stay calm under pressure and in challenging situations
Personal Attributes Act with Integrity	Advanced	<ul style="list-style-type: none"> Model the highest standards of ethical behaviour and reinforce them in others Represent the organisation in an honest, ethical and professional way and set an example for others to follow Ensure that others have a working understanding of the legislation and policy framework within which they operate

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> Promote a culture of integrity and professionalism within the organisation and in dealings external to government Monitor ethical practices, standards and systems and reinforce their use Act on reported breaches of rules, policies and guidelines
Relationships Communicate Effectively	Advanced	<ul style="list-style-type: none"> Present with credibility, engage varied audiences and test levels of understanding Translate technical and complex information concisely for diverse audiences Create opportunities for others to contribute to discussion and debate Actively listen and encourage others to contribute inputs Adjust style and approach to optimise outcomes Write fluently and persuasively in a range of styles and formats
Relationships Commit to Customer Service	Adept	<ul style="list-style-type: none"> Take responsibility for delivering high quality customer-focused services Understand customer perspectives and ensure responsiveness to their needs Identify customer service needs and implement solutions Find opportunities to co-operate with internal and external parties to improve outcomes for customers Maintain relationships with key customers in area of expertise Connect and collaborate with relevant stakeholders within the community
Relationships Work Collaboratively	Adept	<ul style="list-style-type: none"> Encourage a culture of recognising the value of collaboration Build co-operation and overcome barriers to information sharing and communication across teams/units Share lessons learned across teams/units Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work
Results Deliver Results	Advanced	<ul style="list-style-type: none"> Drive a culture of achievement and acknowledge input of others Investigate and create opportunities to enhance the achievement of organisational objectives Make sure others understand that on-time and on-budget results are required and how overall success is defined Control output of business unit to ensure government outcomes are achieved within budget Progress organisational priorities and ensure effective acquisition and use of resources Seek and apply the expertise of key individuals to achieve organisational outcomes
Results	Advanced	<ul style="list-style-type: none"> Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Think and Solve Problems		<ul style="list-style-type: none"> • Work through issues, weigh up alternatives and identify the most effective solutions • Take account of the wider business context when considering options to resolve issues • Explore a range of possibilities and creative alternatives to contribute to systems, process and business improvements • Implement systems and processes that underpin high quality research and analysis
Results Demonstrate Accountability	Adept	<ul style="list-style-type: none"> • Assess work outcomes and identify and share learnings to inform future actions • Ensure that actions of self and others are focused on achieving organisational outcomes • Exercise delegations responsibly • Understand and apply high standards of financial probity with public monies and other resources • Identify and implement safe work practices, taking a systematic risk management approach to ensure health and safety of self and others • Conduct and report on quality control audits • Identify risks to successful achievement of goals, and take appropriate steps to mitigate those risks
Business Enablers Project Management	Intermediate	<ul style="list-style-type: none"> • Perform basic research and analysis which others will use to inform project directions • Understand project goals, steps to be undertaken and expected outcomes • Prepare accurate documentation to support cost or resource estimates • Participate and contribute to reviews of progress, outcomes and future improvements • Identify and escalate any possible variance from project plans