

**Position Title:** General Counsel  
**Position Number:** A0XX  
**Section(s):** Support Services  
**Award:** Contract  
**Award Level/Salary Range:** \$90,000 - \$120,000

**Approval**

<b>Signature of CEO:</b>	<i>Signed copy on file</i>
<b>Approval Date:</b>	4 April 2017
<b>Date of Effect:</b>	4 April 2017

## POSITION OBJECTIVES

- To be committed to improving the welfare of animals and reducing risks for RSPCA ACT by acting as general counsel.
- To support the Inspectorate's role in enforcing and prosecuting the *Animal Welfare Act 1992*.
- To act as a trusted senior advisor to the CEO for policy, advocacy and legal decisions.

## DUTIES AND RESPONSIBILITIES

- Providing legal advice in relation to the preparation of prosecution briefs and court documentation resulting from RSPCA ACT cruelty investigations which have been recommended for prosecution. Coordinating the serving of notices and attendance of court related matters.
- Advising the Inspectorate throughout the investigation process and assisting Inspectors with the proper development of prosecution briefs where appropriate.
- Supporting the prosecution of criminal hearings in relation to the *Animal Welfare Act 1992* as required by liaising with the Senior Inspector throughout the outcomes decision making process, maintaining independence of opinion and recommendations.
- Liaising with other lawyers (including those appointed by RSPCA ACT), government officials and other relevant organisations as required by the CEO or Senior Inspector to perform these duties.
- Developing and fostering opportunities and relationships which will expand the organisation's access to pro-bono lawyers.
- Providing regular reporting to the CEO in relation to activities and outcomes and associated risks and concerns.
- Providing research and advice to the CEO regarding policy and advocacy decisions particularly in relation to legislation and related regulatory documents and frameworks.
- Support the CEO with general legal and strategic advice regarding a range of areas including contract negotiation, workplace issues, and liability risks.

## ORGANISATIONAL RELATIONSHIP

- The occupants of the position reports directly to N001 Chief Executive Officer. They will work closely with the A001 Senior Inspector.

## FINANCIAL DELEGATIONS AND AUTHORITIES

- Nil

## **QUALIFICATIONS & PERSONAL ATTRIBUTES**

### **Qualifications & Experience**

#### *Essential*

- Australian Law Degree and the ability to obtain an unrestricted Practising Certificate in the ACT.
- At least 5-years post-admission experience.
- Outstanding legal advisory skills across multiple areas.
- Strong contract negotiation skills.
- Understanding and familiarity with criminal law and practice, together with the laws of evidence applicable in the Australian Capital Territory.
- Experience of working with investigators or others, preparing instructions for a case, providing advice and critical evaluation of the work done.
- Capacity to set and manage personal work priorities and meet deadlines.
- Strong interpersonal and communication skills, both written and verbal.
- Ability to identify issues of legal risk across the organisation and to act as a trusted advisor to the CEO.

#### *Desirable*

- Criminal prosecution experience including working with investigators or others, preparing instructions for a case, providing advice and critical evaluation of the work done.
- Experience in an in-house legal role.
- Experience and interest in social services or animal welfare policies and activities.
- Sound understanding or ability to acquire understanding of and commitment to EEO and WHS principles and practices.
- Experience in the provision of organisational policy advice and development.

### **Knowledge Skills & Abilities**

- Interpersonal skills.
- Training and experience in negotiations and conflict resolution.
- High level of computer skills in a range of applications including Microsoft Word and Excel, and the ability to learn other applications such as Sheltermate.

### **Personal Attributes**

- Values aligned with the mission, policies and activities of RSPCA ACT.
- High degree of attention to detail and a high level of accuracy.
- Desire to work on a broad range of legal areas including those related to animal welfare.
- Highly developed organisation skills and the ability to work both independently and collaboratively with other teams.
- Excellent interpersonal skills, including the ability to interact with a diversity of individuals from both within and outside RSPCA.
- Ability to work under pressure, prioritise multiple tasks and to meet tight deadlines.
- Ability to establish and maintain confidentiality in dealing with issues of a sensitive nature.

- High degree of motivation, resilience and reliability.

## **CONDITIONS OF EMPLOYMENT**

- This is a senior management role and hours will largely depend on workload and may include weekend work and after hours work from time to time. It is expected that on average a minimum of 38 hours will be worked each week.
- Detailed conditions of employment are set out in the occupant's letter of engagement and contract of employment.
- Travel within Australia may be required from time to time.

## **WORKING ENVIRONMENT AND RSPCA EXPECTATIONS**

- There is a possibility of exposure to
  - infectious organisms
  - animal waste
  - allergens
  - chemical materials requiring Safety Data Sheets
  - hostile persons
  - vicious animals.
- You need to be willing to work weekends, after hours and public holidays if required.
- You will be expected to wear the mandatory uniform while at the Shelter and maintain a neat and well-groomed personal appearance. Suits and other professional dress is permitted for court and other external meetings.
- From time to time you may be required to attend staff training sessions and staff meetings.
- You must demonstrate a commitment to maintaining a safe and healthy site environment for staff, clients and visitors.
- You will be expected to implement and promote the policies and positions of RSPCA.
- You need to demonstrate cooperative work practices and make a contribution to a positive culture.

## **SELECTION CRITERIA**

1. Describe your qualifications, background and experience in previous positions as they relate to the duties of this position.
2. Provide examples of the range of legal cases that you have been involved in, as well as examples of achieving desired outcomes.
3. Provide examples of when you have had to employ your dispute resolution and negotiation skills including any outcomes.
4. Provide examples of when you have developed strategic legal/policy advice to mitigate organisational liability and risk.

## DOCUMENT CONTROL

Version Number: 1.0

Future Review Date: December 2017

### History

Date	Title	Notes
4 April 2017	General Counsel	New Position