Position Description

Legal Counsel

Classification:	Administration Officer Grade 6 (HS6)
Business unit/department:	Legal Office
Work location:	Austin Hospital ☒ Heidelberg Repatriation Hospital ☐ Royal Talbot Rehabilitation Centre ☐ Other ☐ (please specify)
Agreement:	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2025-2027
Employment type:	Fixed-Term Full-Time
Hours per week:	38 (+ ADO)
Reports to:	Deputy General Counsel
Direct reports:	Nil
Financial management:	Budget: Nil
Date:	November 2026

We acknowledge the Traditional Custodians of the land on which Austin Health operates, the Wurundjeri People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander Peoples. We acknowledge the deep and enduring connection that First Nations Peoples have to this land, and we honour their strength, resilience, and leadership. We are committed to creating a culturally safe and supportive workplace where Aboriginal and Torres Strait Islander voices are heard, valued, and empowered.

Position purpose

Provide the Austin Health Executive and staff with timely access to authoritative legal advice on commercial contracts and other matters.

About the Legal Office

The Legal Office is a unit within the Chief Executive's Office. The Legal Office is responsible for providing a wide range of legal services to Austin Health. The office comprises General Counsel, Associate Director Medicolegal, Senior Legal Counsel, Contract Administrator and Administrative Support.

Position responsibilities

- Provide legal advice to Austin Health staff, including management and executive, on commercial, governance, employment, legislative compliance and other legal matters.
- Manage legal matters independently from instruction through to completion, escalating novel, high-risk or strategically significant issues as appropriate.
- Draft, review and negotiate commercial contracts and other legal documentation relating to the activities of Austin Health.
- Provide legal support to Procurement and business units, including assisting with procurement projects and commercial negotiations.
- Manage employment litigation matters from instruction through to completion, including engaging with VMIA panel firms and advising management on litigation strategy.
- Provide advice to staff on privacy, intellectual property, contract disputes, employment disputes and other operational legal matters.
- Develop practical legal resources, precedents, guidance notes and training materials to support organisational capability.
- Contribute to the development and review of policies, procedures, templates and governance documents.
- Contribute to continuous improvement initiatives within the Legal Office to improve efficiency, consistency and service delivery.
- Build and maintain effective working relationships with managers and stakeholders across Austin Health and act as a trusted business partner within areas of responsibility.
- Support the management of external legal providers on discrete matters where required.
- Contribute to the maintenance and enhancement of the Legal Office precedent and knowledge management systems.
- Other duties as required.

Selection criteria

Essential skills and experience:

- At least three years' experience in legal practice, either in a law firm, preferably in a commercial or corporate group, or in an in-house role.
- Demonstrated ability to independently manage and deliver legal matters, including drafting, reviewing and negotiating commercial contracts and providing practical, risk-based legal advice.
- Demonstrated ability to independently manage external legal counsel and litigation, particularly in commercial and employment law.
- Demonstrated ability to develop productive working relationships with stakeholders and provide pragmatic legal advice that supports organisational objectives while appropriately managing risk.
- Demonstrated ability to research legal issues and provide practical legal advice across a wide range of issues, including health law, privacy law, intellectual property, employment law and medicolegal issues, in a complex, time-critical environment.
- Demonstrated ability to influence stakeholders and facilitate outcomes through effective communication, collaboration and negotiation.
- Demonstrated ability to contribute to organisational capability through training, mentoring, development of precedents, guidance materials and process improvements.
- Strong organisational skills and the ability to manage competing demands and prioritise workload.
- Highly developed written and verbal communication skills.
- Well-developed interpersonal skills, including the ability to work collaboratively with others.

Desirable but not essential:

- • Experience within public health.

Professional qualifications and registration requirements

• Admitted to practise as a solicitor of the Supreme Court of Victoria.
• Holds a current practising certificate from the Victorian Legal Services Board.

Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety
Austin Health is committed to creating a culturally safe, inclusive and anti-racist environment for all staff, patients, consumers, carers and communities. We recognise that racism, discrimination and exclusion negatively impact health and wellbeing, and acknowledge the unique and ongoing effects of colonisation, dispossession and systemic inequities experienced by Aboriginal and Torres Strait Islander Peoples. We are committed to embedding cultural safety and inclusion across all levels of our health service, actively identifying and eliminating racism in all its forms, and equipping our people with the knowledge, skills and confidence to challenge racism, foster respect, and create a safer and more equitable experience for everyone.

Equal Opportunity Employer
We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment
We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.