

Position Description

Senior Legal Counsel

Classification:	EX4/HS6
Business unit/department:	Corporate Counsel
Work location:	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
Agreement:	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025
Employment type:	Fixed-Term Full-Time
Hours per week:	38
Reports to:	TBC
Direct reports:	0
Financial management:	Budget: 0
Date:	June 2026

Austin Health acknowledges the Traditional Custodians of the land on which we operate, the Wurundjeri Woi Wurrung 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.

Position purpose

12-month fixed term contract to provide the Austin Health Executive and staff with timely access to authoritative legal advice on commercial contracts, FOI and privacy matters, and other matters.

About the Directorate/Division/Department

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, Legal Counsel, Contract Administrator, Paralegal and Administrative Support.

Position responsibilities

Role Specific:

- Provide legal advice to members of the Austin Health Executive and senior staff on corporate and commercial matters, privacy and confidentiality, governance, legislative and regulatory compliance and disputes.
- Provide advice on and draft legal documentation relating to commercial and other activities of Austin Health, in particular review and drafting of commercial contracts and provision of advice and support for Procurement and business units.
- Develop the knowledge and capability of Executive and senior staff particularly in relation to contracts and privacy, including through training.
- Provide advice on Freedom of Information activities of Austin Health, in particular providing advice to Freedom of Information manager on complex Freedom of Information requests and privacy matters.
- Provide advice and information to Austin Health staff on issues such as privacy and health records legislation, freedom of information, contract negotiations, medicolegal issues, legislative compliance and disputes.
- Contribute to development of health service policies over a range of areas.
- Contribute to the maintenance of an effective legal precedent system.
- Contribute to the improvement of, best practice workflows, information management, policy documents, templates, systems, and procedures to streamline legal review, whilst effectively managing and mitigating Austin Health's organizational risk exposure.
- Ensure confidentiality by undertaking not to reveal to any person or entity confidential information relating to patients and employees or health service business.
- In conjunction with the General Counsel, monitor and manage expenditure on external legal services.
- Other duties as required.

Selection criteria

Essential skills and experience:

- Excellent understanding of commercial law and privacy law.
- Demonstrated ability to act as a business partner – providing legal support and advice to assist Austin Health to achieve its goals and protect the organization from risk.
- Demonstrated ability to lead matters end to end of moderate complexity, anticipate and mitigate risks and effectively influence stakeholders.
- Demonstrated ability to provide practical legal advice and exercise sound judgement in a complex time critical environment encompassing a broad range of legal skills.
- Demonstrated ability to draft contract documentation, critically analyse contracts and negotiate complex commercial contracts at pace.
- Demonstrated ability to provide timely advice on privacy matters and complex Freedom of Information requests.
- Demonstrated ability to research legal issues and provide practical legal advice across a wide range of issues including health law, privacy law, commercial law, and medicolegal issues in a



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complex time critical environment. Experience in leasing law is also preferable.

- Strong organizational skills and ability to juggle competing demands and prioritise workload and manage stakeholder expectations on estimated turnaround times.
- Highly developed interpersonal and negotiation skills including the ability to work collaboratively with, and effectively influence, a range of executives, managers, health professionals, and others.
- Ability to manage the outsourcing of legal work effectively and economically.

Professional qualifications and registration requirements

- Admitted to practice as Solicitor of the Supreme Court of Victoria and hold a practicing certificate from the Legal Services Board of Victoria.
- At least 7 years' post admission experience in relevant areas of law, either in a law firm preferably in a commercial/corporate group or in an in-house role. Experience within public health is preferable.

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.



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General information

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

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.



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