

Reports to	General Counsel
Direct reports	none
Band classification	Band 5, HSV Enterprise Agreement 2022
Date approved	21 June 2023

1. Position summary

1.1 The Senior Lawyer is responsible for working with the General Counsel in coordinating and managing HealthShare Victoria's (HSV's) legal, governance and risk management functions. The position will provide legal advice and legal services to teams within HSV to support effective practices across HSV, manage complaints, conduct investigations, and respond to information access requests.

The key responsibilities of this role are to:

- Provide practical and strategic advice on legal and policy issues, including a sound understanding of the tender process and contract law.
- Assist in contract drafting and negotiations while demonstrating commercial acumen and an appreciation of government decision-making principles.
- Assist in the promotion of corporate governance and risk management principles across HSV.
- Establish and manage strong relationships with key internal and external stakeholders, as well as acting as a mentor to other lawyers in the team.

2. Specific duties and accountabilities

2.1 Legal advising

- Provide legal advice on various areas of law, including, but not limited to, contract interpretation, consumer protection, competition, administrative, intellectual property, privacy and data protection and dispute resolution.
- Assist in the review, drafting and negotiation of contracts based on procurement policies, best practices and case law.
- Provide legal and strategic advice to internal clients and stakeholders and where necessary, obtain external legal advice.
- Assist staff compliance with legal requirements and HSV policies and frameworks by assisting in the development and implementation of training and guidance to staff.
- Assist in the assessment of requests for information, including requests under the Freedom of Information Act and by regulatory bodies.

2.2 Risk Management

- Assist in the application of HSV Probity policies and procedures, including provision of probity advisory services to internal clients.
- Conduct investigations by reviewing complaints, identifying issues, obtaining evidence and drafting comprehensive investigation reports with findings and quality improvement recommendations.
- Maintain systems that support the risk framework, including those relating to financial risk assessments, conflicts of interest and gifts and benefits declarations.

2.3 Management

- Contribute to the Finance, Risk and Governance division and broader HSV team through participation in formal meetings and other activities as required.
- Perform senior management responsibilities as required, including providing guidance to lawyers in team.
- Comply with relevant financial and non-financial authorities outlined in the Delegations of Authority instrument.
- Support and develop open and transparent lines of communication with Executive Leadership Team (ELT) and Senior Leadership Team (SLT) members including participating in individual and divisional meetings, and by email and other regular interpersonal communication.
- Identify relevant opportunities and make recommendations for HSV to improve its processes, workplace health and safety, and quality and service delivery outcomes

- f. Assist to recruit, interview, select, and hire new employees where relevant and support new employee onboarding, induction and development planning as required.
- g. Undertake other tasks or responsibilities as agreed with the General Counsel from time to time.

2.4 Leadership

- a. Support development of a vision for the Finance, Risk and Governance division in line with the HSV Corporate Strategy which sets a clear strategic direction for employees, enhances their leadership capacity and capability, and enables them to deliver robust operational support and advice.
- b. Foster a workplace culture that is consistent with HSV's organisational culture emphasising organisational values.
- c. Maintain strong lines of communication, both formal and informal, with SLT, ELT and key HSV stakeholders to ensure the smooth operation of the organisation.
- d. Support organisational change and growth as requested to assist HSV in fulfilling its legislative functions in line with its Corporate Strategy.

2.5 HSV values and cross functional collaboration

- a. Establish and maintain strong working relationships with key individuals and groups across HSV's stakeholder organisations, both internal and external, and develop and apply appropriate engagement and consultation strategies in line with HSV's values.
- b. Represent HSV in appropriate forums to strengthen relationships and improve mutual understanding.
- c. Place a priority on effectively working with stakeholders from other divisions within the organisation for mutual benefit by seeking and incorporating feedback that will benefit organisational objectives.
- d. Develop skill levels of team members to ensure that functional requirements of Finance Systems can be met internally within the Finance Systems team and to ensure absences/employee departures can be appropriately covered.
- e. Value the contribution of our internal and external stakeholders and contribute beyond our own tasks to achieve organisational goals and demonstrate this in goal setting.
- f. Uphold HSV values:
 - i. Customer-centric; We work with our customer and put them at the centre of our decision making.
 - ii. Solutions-focused; We work together to find the best operational and commercial outcomes.
 - iii. Accountable; We do what we say we will do
 - iv. Respectful; We treat people the way we would like to be treated and work together in a safe, kind and honest way.
 - v. Open; We welcome new ideas and change as we continue to learn and grow.

2.6 Data security

- a. Comply with HSV data management policies and procedures, and report breaches and/or vulnerabilities to the Head of Financial Planning and Analysis or the IT Service Management team.

2.7 Other duties

- a. While the principal duties of this position are as above, the Finance System Manager may be required to undertake other duties from time to time.
- b. Preparing reports for the FRG division and/or HSV board and/or board sub-committees, as required by General Counsel from time to time.

3. Qualifications and Experience Required

3.1 Academic

- a. Law Degree with admission to the legal profession
- b. Victorian Practising Certificate or an ability to obtain.

3.2 Experience

- a. Demonstrated experience in procurement law and drafting and negotiation of commercial agreements. Ability to autonomously manage legal advice to commercial agreements end to end.

- b. Post-qualification/admission experience 5+ years
- c. Exposure to investigations and process for assessing requests for information, including requests under the Freedom of Information Act.
- d. Awareness of systems that support corporate governance and risk management.
- e. Proven experience in problem solving and display of sound judgement and resilience.

3.3 Personal

- a. Excellent written and verbal communication skills.
- b. Ability to work productively under time pressures while managing multiple tasks.
- c. Strong attention to detail and organisational skills.
- d. Strong 'team builder' with the ability to develop and maintain positive working relationships with people at all levels within and outside the organisation.
- e. Ability to work positively within a team to deliver best practice outcomes and shared goals.
- f. Enthusiasm, energy, inquisitiveness, initiative and innovative thinking.
- g. Ability to maintain and respect confidentiality.
- h. Interest in the public health sector (desirable).

3.4 Location(s) for Work

- a. Primary:
 - i. Casselden, 34/2 Lonsdale Street, Melbourne VIC 3000;
- b. As relevant the role may be required to "work from home" from time to time.