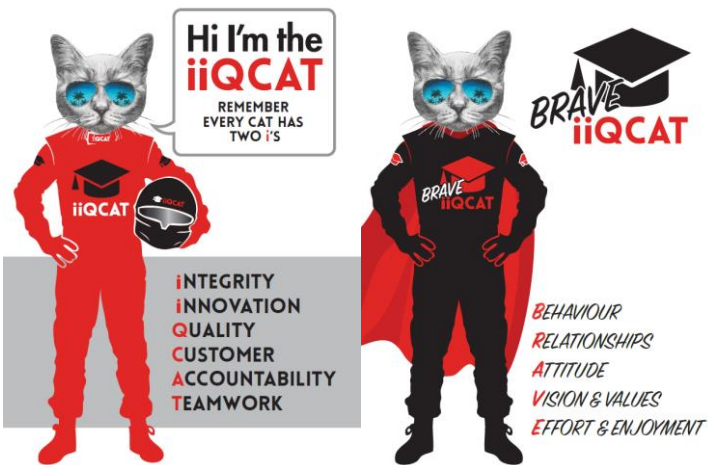


Position:	Legal Counsel
Division:	Legal
Department:	Strategy & Contracts
Reporting to	General Counsel
Employment Type	Permanent

Key Relationships	<p>Internal</p> <p>Leadership team Operations Department Sales, Commercial & Marketing Department Motorsport, Entertainment & Industry Corporate Affairs & Communications Other internal stakeholders as relevant and appropriate</p> <p>External</p> <p>External legal advisors Government Key suppliers and commercial partners Other stakeholders as relevant and appropriate</p>
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Values	<p>Knowledge of and consistent demonstration of the Corporation's iiQCAT values: Integrity, Innovation, Quality, Customer, Accountability, Teamwork.</p> 
Corporation Objectives	<p>To promote Melbourne and Victoria via the staging of two international sporting events - the Formula 1 Australian Grand Prix at Albert Park and the Australian MotoGP at Phillip Island.</p>

Governed by	The Corporation is governed by the Australian Grands Prix Act 1994 (Vic).
Standards of behaviour	The Code of Conduct for Victorian Public Sector Employees governs the behaviour of all Corporation employees.
Human Rights	The Charter of Human Rights and Responsibilities Act 2006 is a Victorian law that sets out the basic rights, freedoms and responsibilities of all people in Victoria. The Charter requires the Corporation to act compatibly with human rights, and to consider human rights when developing policies, making laws, delivering services and making decisions.

Role Objectives	<p>Proactively manage all instructions and lead prioritising delivery of solutions to and contract drafting of all legal requirements across the business</p> <p>Map and deliver a contract priority system, both in terms of current drafting and future procurement priorities</p> <p>Become the trusted business partner in guiding procurement and tendering processes</p> <p>Maintain and update a suite of standard form precedent contracts</p> <p>Provide sound, practical, succinct and solutions orientated advice and strategic guidance</p> <p>Be able to communicate contractual risk effectively</p> <p>Ability to use technological solutions in development and implementation of legal, contract management and procurement systems</p>
Core Responsibilities	<ul style="list-style-type: none"> • Structure of commercial arrangements - drafting and negotiation of various agreements particularly sponsorship, supplier, talent and engineering agreements including strategic advice in terms of structuring and use of purchase orders where appropriate • Procurement & Tender Processes - preparation of tender documents and management and provision of strategic advice and guidance to ensure commercial outcomes are optimised • Risk Management – work in partnership with the Risk Manager to ensure risk assessments are undertaken and risk minimisation strategies are implemented across all contractual arrangements

- **Precedents** – initial development of and updating on an annual basis sponsorship, supplier, offsite services and purchase order precedents
- **Marketing Collateral** – review and approving marketing collateral and trade promotions in accordance with regulatory requirements
- **Terms & Conditions** – reviewing and updating all Corporation's terms and conditions required by the business including conditions of entry and sale, corporate facility order forms and general conditions of contracts
- **Intellectual Property** - management and enforcement of the intellectual property portfolio including liaising with FOM as required
- **Staff Policies** – assist Human Resources with updating policies and briefing of staff on an on-going basis
- **Dispute Resolution** – support litigation as required and pragmatically advise on all dispute resolution options
- **FOI** – assist FOI officer with administration of Freedom of Information requests and overall business compliance
- **Declarations** - obtaining necessary Ministerial approvals and declarations for logos and event names including gazettals;
- **Operations Declarations** – assist Operations with declarations for road closures, race periods, declared area and designated access areas
- **Event Attendances** - co-ordination and facilitation of Governor, Premier and Ministerial attendances including arrivals, departures and tours of venues
- **Brand Protection** - assist Sponsorship with anti-counterfeiting program at each event

At the reasonable request of the General Counsel and/or the Chief Executive Officer, role responsibilities may be altered at any time. Changes will be tied to the Corporation's strategic objectives, workforce planning and the structural alignment of the Corporation.

Governance

Adhere to Corporation policies, procedures, and directives regarding standards of workplace behaviour in completing job duties and assignments.

Conducting every aspect of work in a trustworthy, reliable and transparent manner, and maintaining the highest ethical standards.

Customer Service

Putting internal and external customers first, building strong relationships and ensuring that the approach is responsive to the needs of the internal/external customer.

Encouraging openness and trust by sharing information widely, listening, welcoming constructive challenge and encouraging free dialogue.

Continuous Improvement

Taking initiative to improve operations/services/products and systems so that they are consistent with the Corporation's strategic direction and values; incorporating innovation and experimentation into daily work.

Health and Safety

To assist the Corporation in meeting its health and safety obligations you will be required to:

- Actively participate in the reporting of hazards, incidents and near misses.
- Take corrective action to address or mitigate any risks or hazardous situations throughout the course of your work.
- Take reasonable care for your own health and safety, and for the health and safety of others.
- Adhere to the Corporation's various policies, procedures, work practices and standard operating procedures.
- Perform your role in accordance with any specific responsibilities as outlined in the Corporation's safety management system.

To enable the Corporation to meet its obligations for providing a healthy and safe working environment for you, you must inform your manager of any issues which may impact your ability to safely perform your role.

Environmental Considerations

Cooperate with the Corporation regarding caring for the environment, by acting in a sustainable way and minimising environmental impact by adhering to the Corporation's policies, procedures and work practices.

PERSON SPECIFICATION

Qualifications and Experience	<p>Tertiary qualifications in Law.</p> <p>Current Australian practising certificate.</p> <p>4+ years PQE gained within a leading law firm or in-house (including secondment).</p>
Relevant Traits and Characteristics	<p>Customer Service</p> <ul style="list-style-type: none"> • Demonstrated achievement in and enthusiasm for the provision of quality customer service • Immediately respond to customers' needs or concerns to ensure the quality of service meets agreed standards <p>Teamwork, Adaptability and Resilience</p> <ul style="list-style-type: none"> • Demonstrated commitment to teamwork and the maintenance of a supportive work environment • Ability to work effectively as part of a team in a fast-changing environment • Keeping calm by demonstrating a capacity to positively deal with unanticipated problems and changing circumstances <p>Interpersonal, Verbal and Written Communication</p> <ul style="list-style-type: none"> • Well-developed written communication ability • Strong interpersonal and communication skills • An ability to liaise, negotiate and constructively provide and accept feedback from staff at all levels <p>Organisation and Planning</p> <ul style="list-style-type: none"> • Organisational and planning skills in managing a personal workload in a busy environment with conflicting demands • Ability to meet deadlines <p>Technology</p> <ul style="list-style-type: none"> • Experience in the use of Microsoft desktop products such as Word, Excel, Outlook and PowerPoint • Experience in information management systems, including internet and on-line environments <p>Continuous Learning and Professional Development</p> <ul style="list-style-type: none"> • Demonstrated commitment to continual professional and personal development