

Principal Advisor Legal & Property

Role purpose

This role undertakes routine legal work, provides specialised advice to support the functions of the Council and supervises the Legal and Property team to ensure there is effective administration of the Council's property portfolio.

Role overview

EA and Classification	Hobart City Council Enterprise Agreement 2021 Municipal Officer Level 5
Position Description Number	9841
Number of direct reports	1
Responsible for total staff	1
Delegations and Authority	Nil
Budget level	Nil
Division, Unit, Team	City Enablers Division, Corporate Governance Unit, Legal and Governance Team
Immediate Manager	Manager Legal and Corporate Governance (3068)



Role accountabilities Key result areas

Corporate

- Take carriage of and manage legal and property matters including contracts, commercial property management and transactions and statutory interpretation daily.
- Working to the Manager of Legal & Corporate Governance oversee the timely compilation of Right to Information Requests
- Prepare detailed and complex reports to Council on legal and property, or governance related matters.
- Proactively identify emerging legal issues and maintain current awareness of legislation and issues relating to Council.
- Setting or meeting internal, external or complying with statutory deadlines across a range of matters.
- Manage a series of internal and external relationships, including briefing external counsel at the direction of the Manager Legal & Corporate Governance and maintain positive and professional relationships with stakeholders.
- Undertake higher duties to backfill the Manager of Legal & Corporate Governance if required.
- Day to day management the Council's contract for commercial tenancy management services.

Unit

- Oversee the Council's Legal & Property Team ensuring the effective the administration of the Council's property portfolio, developing, implementing and maintaining a property register framework and any long-term overarching strategies in respect of Council property including policies, procedures and systems.
- Supervise the Property Officer and manage their workflows and outputs.
- Undertake regular performance reviews for direct reports, as well as overseeing and regularly reviewing the team's performance and report back to the Manager of Legal & Corporate Governance.
- Draft and review various legal documents including contracts, leases, licences,

instruments and prepare correspondence and reports including background investigation and research to the satisfaction of the Manager of Legal & Corporate Governance

- Respond in a timely and competent manner to a range of internal and external stakeholders and manage a range of competing demands effectively.
- Manage and undertake specific and key legal research and projects as required.
- Implement best practice and continuous improvement processes to ensure high quality outcomes including professionalism, record keeping and file maintenance.

Leadership

- Role model behaviours, values and professionalism for others to be motivated to follow.
- Be confident to challenge processes and create an environment where innovation and continuous improvement is embraced.

Professional advice

- Provide specialist advice on legal, property, governance and right to information matters.

Work Health and Safety

- To take reasonable care that your acts or omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS applicable policies and procedures.
- To implement the Council's WHS Management System, to ensure that the work for which you are responsible is carried out in accordance with this System and the WHS legislation and to provide appropriate WHS information, instruction, training and supervision to workers for whom you are accountable.

NOTE: Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks as are within the limits of the employee's skill, competence, and training.

Qualifications and licences

Essential

- Bachelor of Laws Degree or higher.
- Current Registration to Work with Vulnerable People.
- Current Driver Licence.

Desirable

- A current Legal Practising Certificate.
- Experience/training in corporate governance.

Selection criteria

Knowledge and experience

1. Significant practical knowledge and experience in statutory interpretation and the provision of accurate and authoritative legal advice.
2. Demonstrated knowledge of the law applying to local government, property and commercial law.
3. A pragmatic and solutions focused mindset.

Skills and competencies

4. Excellent written communications skills including the ability to prepare detailed and complex reports.
5. Superior strategic thinking coupled with sound analytical skills, the ability to make decisions and exercise independent judgement.
6. Well-developed supervisory skills, including the ability to coach staff and manage performance issues.
7. Demonstrated ability to plan, implement and evaluate projects within allocated timeframes, along with their delivery.

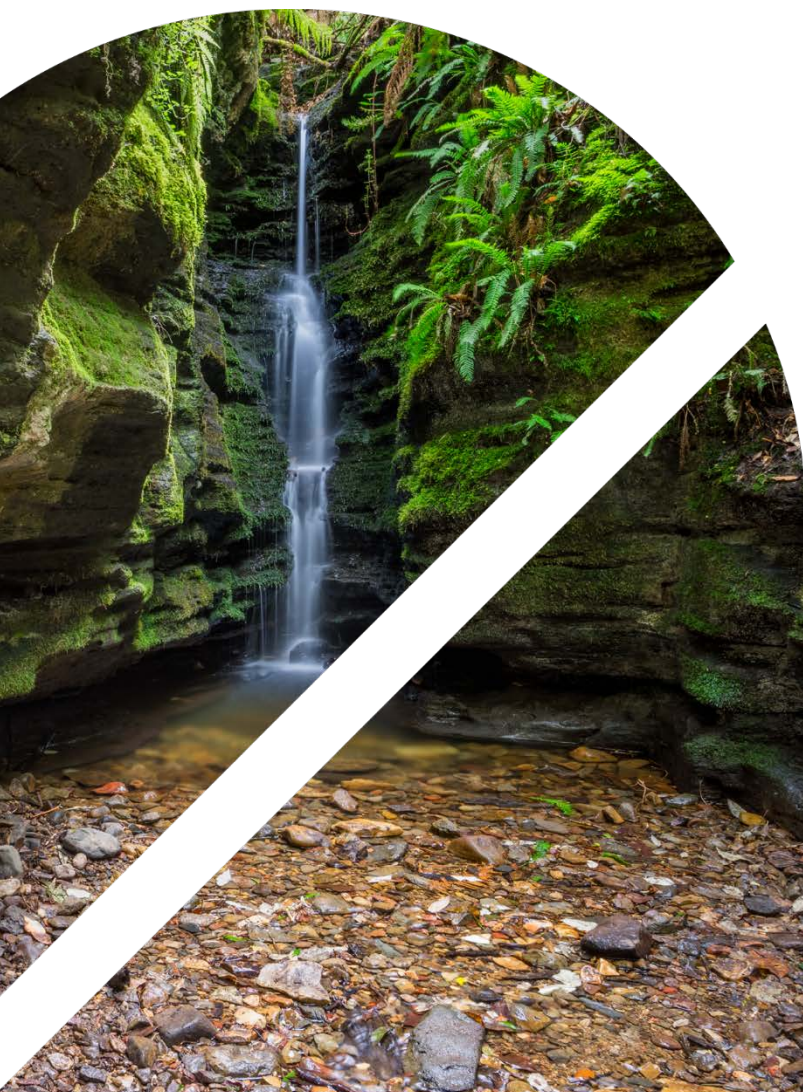
8. Excellent communication skills to enable effective teamwork with colleagues and respectful interactions with stakeholders and where appropriate, be able to lead and facilitate group discussions, negotiate and persuade.

Desirable

9. An understanding of the operation of local government and the capacity to work in a political environment and provide independent advice.

Behavioural competencies

10. Actively demonstrates the expected behaviours described in the Behavioural Competency Framework.



Behavioural Competency Framework

Our Values

People

Care about people – our community, customers and colleagues.

- Considers people in all things we do.
- Values individual differences and diversity.
- Guides, mentors and develops people.
- Tailors communication to specific audiences.
- Actively listens to others and encourages feedback.
- Communicate with others respectfully.

Teamwork

We collaborate both within the organisation and with external stakeholders drawing on skills and expertise for the benefit of our community.

- Supports equal and fair treatment for all.
- Is seen as a team player and finds common ground in a respectful way.
- Seeks and provides feedback to improve working relationships.
- Actively looks for opportunities to share knowledge and utilise strengths.
- Works cooperatively to achieve shared objectives.
- Recognises others for their contributions and accomplishments.
- Gains and demonstrates trust and support for others through actions.

Focus and Direction

Have clear goals and plans to achieve sustainable social, environmental and economic outcomes for the Hobart community.

- Has a clear and specific understanding of what needs to be achieved.
- Actively participates in planning and provides feedback.
- Considers sustainable options.

Behavioural Competency Framework

Our Values

Creativity and Innovation

Embrace new approaches and continuously improve to achieve better outcomes for our community.

- Agile and continually looks for opportunities for Lean improvements.
- Stimulate passion and excitement to overcome problems.
- Follows ideas through to action, reflects and always seeks to do better.
- Demonstrates diverse thinking and embraces change.
- Encourages peers to do the same.

Accountability

Transparent in all our dealings, work to high ethical and professional standards and are accountable for delivering outcomes for our community.

- Follows through on commitments and encourages others do the same.
- Takes personal responsibility for own timely and quality activities.
- Designs feedback into work processes.
- Provides exceptional service to stakeholders and customers.

Behavioural Competency Framework

Operational

Safe working practices

Maintain a safe working environment.

- Works safely and looks out for others.
- Drives responsibly and considers other road users.

Policies and procedures

Comply at all times with policy and protocol requirements.

- Actively demonstrates compliance with the City's corporate policies.
- Provides support to others.
- Offers feedback on improvements or better practice.

Legislative framework

Works within legislative framework.

- Takes responsibility for their own learning of the legislative environment in which they work.
- Seeks guidance and clarification of any uncertainties before acting.
- Works within any delegations and authorities.

Risk management

Take a risk management approach.

- Actively adopts a proactive risk management approach.
- Fosters an environment where managing risk is accepted as the personal responsibility of each employee and encourages others to do the same.

Judgement

Identifies and acts on issues and develops quality solutions, setting high standards of decision making.

- Always role models our values.
- Demonstrates rigor to make effective and quality decisions.
- Stands up and acts when issues arise with a sound and level-headed approach.
- Keeps informed of activities and evolutions in the broader business.

Pre-employment checks

1. National Police check
2. Pre-employment Medical Assessment – Low Risk

Notes

- Regular checks of the validity and status of essential licences and registrations are undertaken during the term of employment.
- The employee is responsible for notifying any new criminal convictions during the course of their employment.
- The *Registration to Work with Vulnerable People Act 2013* requires persons undertaking work in a regulated activity to be registered. A regulated activity is a child related service or activity defined in the *Registration to Work with Vulnerable People Regulations 2014*.

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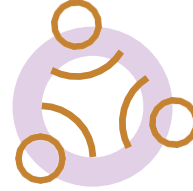
Proud of our capital city role

We rise to the call of being the island state capital. We are city shapers, amplifying our industry, commerce and small business communities by attracting investment and services to support them.



Focused on thriving

We are future proofed, not only doing our work well, but pursuing the work that makes a difference for our community.



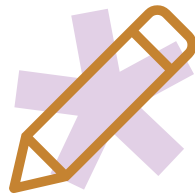
Community-centered

It is easy for all of our community to work with us and they are central in how we design and do our work.



Grounded in active governance + civic involvement.

We fulfil our legislative and civic responsibilities with transparency, accountability and fairness and we are equipped to do that well.



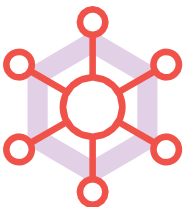
Creative + impactful

We deliver value for money and work creatively to ensure positive outcomes for all our stakeholders.



Leading from the heart

We acknowledge everyone is a leader. We are all accountable for building a positive, safe and caring culture for our organisation and the people in it.



Integrated + Collaborative

Making whole-of-organisation decisions is easy and we work as one team to successfully deliver for the community.



Scalable + Adaptable

We care for both our natural and built assets. We respond to our growing city and ongoing changes in our community and their expectations.

