

POSITION DESCRIPTION



OLIVIA NEWTON-JOHN CANCER RESEARCH INSTITUTE

POSITION DETAILS:	Position Title:	Legal Counsel/Senior Legal Counsel (part-time and fixed term, 12 months)	
Position reports to: (role)	General Counsel		
Location: Heidelberg or Hybrid	Olivia Newton-John Cancer Research Institute, ONJ Centre, Austin Hospital		
POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e., broadly, what this role does and why			
<p>The Legal Counsel is a key member of the Institute’s Office of the General Counsel. The Legal Counsel provides legal advice on a diverse range of contract and commercial law matters, with a focus on the review, preparation and negotiation of agreements that directly support the Institute’s research activities and laboratories.</p> <p>The Legal Counsel works closely with scientific and research staff, and the Institute’s Research Support Office which includes Business Development & Commercialisation, Grants, and its Clinical Trials Unit to ensure that agreements entered into by the Institute are appropriately risk managed and consistent with the Institute’s research objectives. The Legal Counsel will also work closely with the General Counsel on various other initiatives in ensuring the delivery of efficient and high quality legal services and management of legal risk for the Institute.</p>			
KEY RESPONSIBILITY AREAS <i>(Please list in order of importance)</i>			
Key Position Accountabilities	Responsibilities:	Results:	Measures:
What are the main areas for which the position is accountable?	What are the key activities or tasks to be carried out?	What are the expected end results?	How it is measured
Strategy	<ul style="list-style-type: none"> Maintain an awareness of the Institute’s purpose, and it’s strategic objectives, research strategy and operational plans, and deliver legal services which are aligned and which uphold and maintain the highest standards of ethics and integrity. Assist the General Counsel in initiatives directed at the improvement in the quality and efficiency of legal services delivery for the Institute and in managing legal risk for the Institute. Contribute to upholding the Institute’s values and to its desire and commitment to fostering a positive culture and a respectful working environment for all Institute staff. 	A meaningful contribution to the Institute’s objectives through high quality legal services delivery to ensure that it is well-placed to perform its purpose and meet its objectives in a sustainable and ethical manner.	To be agreed.

<p>Performance</p>	<ul style="list-style-type: none"> • Establish and maintain positive working relationships with internal clients, partners and other stakeholders based on mutual respect, trust and knowledge of the Institute’s purpose, objectives and needs. • Work closely with the scientific, research and research Support Office staff in the provision of legal advice and in the preparation, negotiation and execution of agreements to support the Institute’s research activities. This includes negotiating, drafting and reviewing contracts involving the Institute and establishing templates, including Material Transfer Agreements, Confidentiality Agreements, Licensing Agreements, Collaborative Research Agreements, Clinical Trial Agreements, Grant Funding Agreements, Relationship Agreements with the Institute’s stakeholders, Memoranda of Understanding, procurement contracts and other miscellaneous agreements. • Be a ‘go to’ person for scientists and other staff on questions relating to research related contracts. • Work with the General Counsel in the effective and efficient management of the Institute’s Legal Helpdesk. • Appropriately manage issues that may arise under agreements. • Assist as required with the development and delivery of training to staff and students of the Institute in support of the legal team’s commitment to the effective and efficient management of legal risk and other initiatives from time to time. 	<p>The provision of high quality and efficient legal services in contributing to ensuring that the Institute’s legal affairs are well managed.</p>	<p>To be agreed.</p>
<p>Risk</p>	<ul style="list-style-type: none"> • Understand, evaluate and manage legal risk for the Institute. • Contribute to our desire to increase awareness and understanding of legal issues associated with translation of medical research. • Maintain an awareness of the range of research projects and partners working with the Institute’s scientists to assist in the pro-active identification of conflicts of interest and their management. 	<p>The provision of high quality and efficient legal services to ensure that legal risk is well managed for the Institute.</p>	<p>To be agreed.</p>
<p>Compliance</p>	<p>Provide legal assistance as required from time to time in relation to the Institute’s compliance obligations including in relation to regulatory compliance for the Institute’s activities, privacy law obligations and other information compliance obligations, research integrity and conflicts of interest.</p>	<p>A meaningful contribution to ensuring that the Institute satisfies its compliance obligations.</p>	<p>To be agreed.</p>

ESSENTIAL SKILLS, KNOWLEDGE, AND EXPERIENCE:	
Skills, Knowledge & Experience:	<ul style="list-style-type: none"> • Legal qualifications, such as a Bachelor or Laws, Juris Doctor or equivalent qualification. • Minimum three years of post admission legal experience. Opportunity would suit a mid-level or senior level lawyer. • You must be eligible to practice law in the state of Victoria and hold a valid practising certificate.
DESIRABLE SKILLS, KNOWLEDGE, AND EXPERIENCE:	
Qualifications: what are the minimum educational, technical, or professional qualifications required to competently perform in the role?	<ul style="list-style-type: none"> • A technical background or tertiary qualification in science would be highly regarded, but not essential. • Experience in research, collaboration or other intellectual property-related contracts would be highly regarded.
Skills, Knowledge & Experience:	<ul style="list-style-type: none"> • Experience in contract law, and reviewing and drafting contracts. • Strong attention to detail, communication, writing and time management skills. • Experience using databases and software.
Personal Qualities	<ul style="list-style-type: none"> • Integrity and honesty. • Adaptability and Flexibility. • Achievement focused and results driven. • Collaborative and a team player. • Operate collaboratively as part of a small legal team, and with a range of diverse stakeholders. • Ability to work independently but escalate issues appropriately or seek guidance from the General Counsel where appropriate. • A proactive approach.