# Senior Lawyer

Reports to Head of Legal

Band Band 5, Health Purchasing Victoria Enterprise Agreement 2018

## Position Summary

The Senior Lawyer is responsible for assisting the Head of Legal in coordinating and managing Health Purchasing Victoria’s (HPV’s) legal, governance and risk management functions. The role will also assist in the provision of legal advice and legal services to support effective practices across HPV, 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 HPV.
* Establish and manage strong relationships with key internal and external stakeholders.

## Specific Duties and Responsibilities

### Provision of legal advice

* + Provide legal advice, in consultation with the Head of Legal on various areas of law, including, but not limited to, 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 HPV 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.

### Risk management

* + Assist in the application of HPV Probity policies and procedures, including provision of probity audit or 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.

### Management

* + Contribute to the Finance, Risk and Governance division and broader HPV team through participation in formal meetings and other activities as required
  + Perform senior management responsibilities as required
  + 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 HPV to improve its processes, workplace health and safety, and quality and service delivery outcomes
  + Assist to recruit, interview, select, and hire new employees where relevant and support new employee on-boarding, induction and development planning as required
  + Deputise for the Head of Legal if and when called upon to do so
  + Undertake other tasks or responsibilities as agreed with the Head of Legal from time to time

### Leadership

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

### HPV Values and Cross Functional Collaboration

* Establish and maintain strong working relationships with key individuals and groups across HPV’s stakeholder organisations, both internal and external, and develop and apply appropriate engagement and consultation strategies in line with HPV’s values.
* Represent HPV in appropriate forums to strengthen relationships and improve mutual understanding.
* 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.
* 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.
* Uphold HPV values:
  + - We are customer-focused; we focus on customer and patient outcomes
    - We keep it simple; we strive for efficient and effective ways to achieve our goals
    - We are collaborative; we work as a team toward common goals
    - We take responsibility; we challenge the status quo. We are responsible for our behaviours, actions and results
    - We inspire confidence; we do the right thing. We are open, honest and trustworthy

### Data Security

* + Comply with HPV data management policies and procedures, and report breaches and/or vulnerabilities to a Manager or the IT Operations team.

While the principal duties of this position are as above, the Senior Lawyer may be required to undertake other duties from time to time.

## Qualifications and Experience Required

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| Academic | * Degree in law. |
| **Experience** | * Demonstrated experience in procurement law and drafting and negotiation of commercial agreements. * Exposure to investigations and process for assessing requests for information, including requests under the Freedom of Information Act * Awareness of systems that support corporate governance and risk management * Proven experience in problem solving and display of sound judgement and resilience. |
| **Personal** | * Excellent written and verbal communication skills. * Ability to work productively under time pressures while managing multiple tasks. * Strong attention to detail and organisational skills. * Strong ‘team builder’ with the ability to develop and maintain positive working relationships with people at all levels within and outside the organisation. * Ability to work positively within a team to deliver best practice outcomes and shared goals. * Enthusiasm, energy, inquisitiveness, initiative and innovative thinking. * Ability to maintain and respect confidentiality. * Interest in the public health sector (desirable). |