

POSITION DESCRIPTION



South Australia has cracked something special.

Something so obvious it's taken years to perfect. This is Australia's hidden gem, right when you need it. A dreamer's utopia, aged to perfection.

It's the world's biggest and longest experiment in how to live better, dig deeper, find some perspective.

Why chase endless growth, when you can just let things grow? This is a place built for the slow burn, not the burn out.

Where life can be a walk in the park. Where old classics mix with the radical new.

A place of deep time, long stories, and ancient Country.

Where better beats bigger, living well instead of living large, honouring values over maximum value.

Whether your dream night is a full plate and a generous pour; a sold-out crowd hanging on every touch; or the next big thing hitting the high note — wherever you go in South Australia, you're met by locals inviting you to share the pleasure they take in what they do.

Here, it's not about taking over the world, it's about making paradise in our little patch of it.

South Australians share a joyful appreciation for what really counts; the simple things that make life meaningful.

And it turns out this way of seeing the world might just catch on if we let it.

Celebrate the **SIMPLE PLEASURES**

Position Description

SENIOR LEGAL COUNSEL

Purpose of the position

The Senior Legal Counsel role at the South Australian Tourism Commission (SATC) is an in-house (generalist) legal role working on some of the most exciting and high-profile work in South Australia across major events, tourism and marketing.

The role requires extensive experience in drafting, reviewing, managing and administering various agreements, supported by strong negotiation and dispute resolution skills and a current (or eligible) South Australian practising certificate.

Holding a pivotal role within the SATC, the successful candidate will build strong, trusted relationships, communicate and influence effectively and breakdown complex issues into practical, legally sound solutions. They will work confidently and independently with stakeholders at all levels across the organisation.

Position Title	Reports To	Position Classification
Senior Legal Counsel	General Counsel & Director, Procurement	Non-executive Contract
Group Unit	Location	Direct Reports
Corporate Services	Level 9, SA Water House 250 Victoria Square	Nil

Our Values



Go Boldly

We thrive on taking risks and enjoy stepping outside our comfort zone.



Dig Deeper

We never settle for simply scratching the surface.
We're hungry for knowledge, fresh ideas and innovations.



Can Do

We believe there's nothing we can't do as a team



Share the Love

We have passion for excellence and exceeding expectations.

Essential Criteria

QUALIFICATIONS

- Tertiary qualifications in law
- Post admission experience as a lawyer
- Unrestricted practising certificate in South Australia (or ability to obtain one)

SKILLS, EXPERIENCE AND KNOWLEDGE

- Demonstrated and extensive experience in drafting, reviewing and advising on a range of commercial contracts, including complex, high-profile and high-value transactions.
- Demonstrated negotiation and dispute resolution skills.
- High level written and verbal communication and interpersonal skills which facilitate cooperation and influence internal and external stakeholders.
- Demonstrated relationship management skills.
- Demonstrated capability to identify and analyse strategic and operational issues and develop strategies for resolution.
- Proven ability to work independently and with people at all levels, both internally and externally.
- Knowledge of government policies, acts and regulations which impact on the development and management of contracts in the South Australian government.
- Commitment to the principles and practices of ethical conduct, quality control and risk management.

PERSONAL ATTRIBUTES

- A trusted business partner that delivers commercially focused, pragmatic and tailored legal solutions
- Strong sense of initiative and creative approach to problem-solving
- Works well in a team environment and supports colleagues to achieve mutual success
- Passionate about getting the job done
- Able to maintain a considerable workload with pace, organisation and precision
- You develop and maintain influential working relationships

Desirable Criteria

SKILLS, EXPERIENCE AND KNOWLEDGE

- 6+ years post-admission experience as a lawyer
- Experience in the sport, events, tourism and/or marketing industries will be highly regarded
- In-house experience

Competencies

COMMUNICATION/ PRESENTATION	Speaks clearly and fluently in a compelling manner to both individuals and groups. Clear and concise written communication utilising the appropriate style and grammar for the reader.
ATTENTION TO DETAIL	Accomplishes tasks through concern for all areas involved, showing concern for all aspects of the job; accurately checking processes and tasks; maintaining watchfulness over a period of time. Establishes and maintains systems and processes which produce a consistent outcome.
NEGOTIATION	Effectively exploring alternatives and positions to reach outcomes that gain all parties' support and acceptance.
INFLUENCING	Uses appropriate interpersonal styles and methods to inspire and guide individuals (direct reports, peers, superiors) toward desired outcomes. Modifies behaviours to accommodate tasks, situations and individuals involved.
BUSINESS ACUMEN	Ensures that own area contributes to the organisation's ability to meet its strategic objectives. Takes business decisions based on cost benefit analysis, business savvy and consideration of organisational constraints and resources.
STRATEGIC THINKING	Demonstrates a broad-based view of issues, events and activities and a perception of their longer-term impact or wider implications.
CONTINUOUS IMPROVEMENT	Continuously seeks (or encourages others to seek) opportunities for different and innovative approaches to address organisational problems and opportunities.

Key Responsibilities

- Drafting, negotiating and reviewing a wide range of SATC's contracts in consultation with other SATC staff members including Sponsorship, Cooperative Marketing, Goods and Services, Releases (Model, Property, other activity etc), Confidentiality, trade promotions, Software-related agreements and IP licensing
- Provision of timely strategic legal advice, advising on legal and commercial risks and working with business units to identify practical solutions
- Create legal frameworks and negotiating strategies for complex agreements
- Collaborate with the business to address legal issues and risks proactively
- Handle and resolve disputes and complaints
- Advise on and ensure business compliance with laws including data and privacy and Australian Consumer Law
- Monitor legal and regulatory changes to ensure delivery of accurate and up-to-date legal advice
- Build out legal capability and acumen in the agency
- Continuous development, review and adjustment of contractual template suite for use by SATC staff which support recurring arrangements and self-service
- Utilising contract management systems and establish monitoring regimes to assist with contract management

PERFORMANCE MEASURES

- All SATC contracts are drafted, negotiated and reviewed in a timely manner.
- Delivery of strategic legal advice that considers legal and commercial risk and is practically delivered to the business.
- Early engagement and leveraging stakeholder relationships to address legal issues and risks proactively.
- Contract performance and compliance issues are resolved appropriately and in a timely manner.
- Continuous monitoring of legal and regulatory changes by horizon scanning.
- Delivery of legal education and training to the business to upskill.
- Comply with SATC and SA Government procurement frameworks particularly as they relate to contract development and management.

Special Conditions

- The appointment will be subject to a 6-month probation period. Continuation of the contract is conditional upon the achievement of performance objectives and the allocation of sufficient funding.
- The incumbent will be required to undertake an annual performance agreement with their direct manager, using the SATC's Performance Development process.
- Take personal responsibility for understanding and complying with the South Australian Tourism Commission policies on WHS, equal employment opportunity and public administration.
- The incumbent is responsible and accountable for keeping accurate and complete records of their business activities in accordance with the State Records Act 1997.
- It is the policy of the Commission that staff can be reassigned to other positions or roles consistent with their classification level to meet changing work demands and/or their personal development needs.
- The incumbent may be required to undertake a relevant national police check or employment screening check
- Class C Drivers Licence and willingness to drive
- Out of hours work, intrastate and interstate travel may be required.

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<i>Executive Manager</i>	<i>Line Manager</i>	<i>Incumbent</i>
Stephanie Rozokos Chief Operating Officer	Daniella Scuteri General Counsel & Director, Procurement	Name: Title:
_____ Signed	_____ Signed	_____ Signed
_____ Date	_____ Date	_____ Date

**SOUTH
AUSTRALIA** 



Government of South Australia
South Australian Tourism Commission