

POSITION DESCRIPTION



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THRIVES**



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Position Description

Senior Legal Advisor

Purpose of the position

The Senior Legal Advisor is primarily responsible for drafting and reviewing contracts for the South Australian Tourism Commission (SATC) in consultation with SATC staff members. The provision of high-level advice; assisting with management of contracts; and evaluation and reporting in relation to SATC's contracts are also key responsibilities of the position.

Position Title:	Reports to:	Position Classification:
Senior Legal Advisor	Contracts and Procurement Manager	Classification level 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 a passion for excellence and exceeding expectations.

Essential Criteria

QUALIFICATIONS

- Tertiary qualifications in contract law or commercial law/legal discipline.

SKILLS, EXPERIENCE AND KNOWLEDGE

- Extensive experience in drafting, reviewing, managing and administering a range of commercial contracts.
- Must hold a current South Australian practicing certificate or have the ability to obtain one.
- 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 with people at all levels.
- Knowledge of government policies, acts and regulations which impact on the development and management of contracts.
- Commitment to the principles and practices of ethical conduct, quality management and risk management.

Desirable Criteria

SKILLS, EXPERIENCE AND KNOWLEDGE

- 5+ years of post-admission experience.
- An understanding of the responsibilities, functions and goals of the SATC.
- Knowledge of government contract execution and management practice.
- Knowledge of government procurement policy and practice.
- Understanding of public sector financial and other business practices.

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.

Key Responsibilities

CONTRACTS

- Drafting and monitoring SATC's contracts in consultation with other SATC staff members.
- Provide timely and accurate legal and contractual advice to SATC staff where required.
- Work closely and proactively engage with SATC contract managers to ensure that regular monitoring and reporting on service provider delivery and compliance with contract criteria is adhered to, including quality of service delivery and financial accountability in line with contract and legislative requirements.
- Assist with contract management in consultation with SATC staff members, including assisting SATC staff with ensuring that services are being delivered in the manner and to the standard required by the SATC.
- Assist SATC staff members in negotiating with service providers regarding changes to contract arrangements.
- Seek appropriate advice from internal and external sources regarding high level and/or complex legal matters.
- Develop and review contractual templates for use by SATC staff which support recurring arrangements.
- Utilising contract management systems and establish monitoring regimes to assist with contract management.
- Identify areas of contractual or legal risk and work with business units to identify practical solutions, escalating issues if required.

PERFORMANCE MEASURES

- All SATC contracts are drafted, monitored and reviewed in a timely manner.
- Any contract performance and compliance issues are dealt with appropriately and in a timely manner.
- Comply with SATC and SA Government procurement frameworks particularly as they relate to contract development and management.
- Contracts consistent with framework requirements.
- Effective and accurate advice provided regarding contracts.

RISK

- Comply with SATC and SA Government risk management frameworks particularly as they relate to contract development and management.

PERFORMANCE MEASURES

- Contracts consistent with framework requirements.

REPORTING

- Provide relevant reports on contract management, compliance and performance.
- Ensure compliance with the Auditor General and SATC audit requirements.
- Adhoc reporting when required such as the Annual Report and reporting to the SATC Executive and Board.

PERFORMANCE MEASURES

- Relevant and timely reporting.

ORGANISATIONAL CONTRIBUTION / SAFETY AWARENESS

- Adhere to SATC policy and procedures on all matters relating to health and safety.
- Ensure that SATC vehicles are maintained in accordance with SATC Motor Vehicle Policy, attend driver training, and drive according to the law and prevailing conditions.
- Follow the principles of a sustainable working environment by following organisational greening initiatives

PERFORMANCE MEASURES

- 100% commitment to Work Health and Safety (WH&S).
- 100% attendance in relevant WH&S training.
- Ensure knowledge and appropriate application of WH&S procedures and policies.

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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Executive Manager

Stephanie Rozokos
Chief Operating Officer
Corporate Services

Signed

Date

Line Manager

Name
Director, Legal and
Procurement
Corporate Services

Signed

Date

Incumbent

Name
Title
Corporate Services

Signed

Date