About MACS

Melbourne Archdiocese Catholic Schools Ltd (MACS) aims to deliver an outstanding Catholic education that equips young people with the knowledge, skills, and optimism to go forward, live meaningful lives, and to enrich the world around them. MACS, the largest Catholic school employer in Australia, owns and operates approximately 300 Catholic schools in the Archdiocese of Melbourne, and is supported by a central enterprise function, of over 600 staff members.

The MACS Strategic Plan (MACS 2030: Forming lives to enrich the world) presents a challenging and inspiring vision of the educational experience that MACS seeks to provide for students in MACS schools. MACS’s Strategic Plan outlines the vision, the mission of Catholic schools in the Archdiocese, and the major objectives for MACS over the months and years ahead. Our organisational values of Integrity, Respect and Excellence require a commitment from all MACS employees to contribute to ensuring we uphold and support the objectives of the organisation.

About the team and role

We are seeking a skilled and experienced Senior Legal Adviser to join our team. Your primary responsibility will be to advise on a wide range of commercial, compliance, and regulatory issues that impact our organisation’s operations.

As a Senior Legal Adviser, you will be expected to provide accurate, commercially astute and timely advice on a wide range of issues, with a focus on drafting and negotiating a wide range of commercial contracts. You will be responsible for conducting thorough legal research, drafting and reviewing contracts, negotiating deals, and ensuring compliance with relevant laws and regulations.

The ideal candidate for this position will have a proven track record of developing internal relationships with clients as a trusted and valued adviser. Strong analytical skills, excellent attention to detail, and the ability to communicate complex legal concepts clearly and concisely are essential. You should also possess exceptional problem-solving abilities and the capacity to work collaboratively with cross-functional teams.

The ideal candidate for this position will embrace a culture that encourages proactive problem-solving approaches and possess significant post qualification experience as a transactional lawyer. Your ability to think creatively, adapt to evolving challenges, and effectively communicate legal concepts will be critical to your success. If you are a proactive problem-solver with a passion for innovative legal solutions, we invite you to apply for this position.

<table>
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<th>Position Title</th>
<th>Senior Legal Adviser</th>
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<td>Reports To</td>
<td>General Manager - Legal, MACS Corporate</td>
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<td>Directorate</td>
<td>General Counsel and Company Secretary</td>
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<td>Direct Reports</td>
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Key responsibilities of the role

- Provide strategic legal input into business decisions and evaluate whether commercial decisions have adequately considered legal risk and liabilities.
- Develop standards, template agreements and playbooks across the business including educating internal stakeholders to ensure consistency and effectiveness.
- Assist the General Manager – Legal, MACS Corporate to brief and co-ordinate external legal advisors; monitor the quality, value and timeliness of services provided.
• Maintain appropriate awareness of the legal and regulatory environment within which MACS operates including monitoring changes and developments to enhance and support legal compliance and policy development.
• Provide support, guidance and technical assistance to more junior members of the legal team from time to time to facilitate continuing development and provision of high quality, consistent legal advice.
• Working with other members of the team, determine appropriate workflow management and matter allocation to ensure great customer experience in engagement with the legal function.
• Support General Manager – Legal, MACS Corporate in preparing directorate strategic plan and ongoing reporting of progress against plan, including fiscal management.
• Perform other duties as assigned within your scope of practice/work.

Key Selection Criteria
• Private practice training together with subsequent in house legal experience
• Excellent communication and relationship building skills across all levels of the organization.
• Demonstrated ability to exercise high level judgement and discretion and understanding of how to manage legal issues in an in-house environment.
• Demonstrated adherence to a high standard of professional principles to ensure honesty, integrity and ethical decision making in all situations.
• Ability to focus on pragmatic implementations and legal principles in a corporate environment.
• Excellent time management skills in prioritizing and planning workloads in order to meet strict deadlines and juggle multiple priorities.
• High level knowledge and skills in working with relevant software packages, especially within the Microsoft Office package.
• Ability to work well autonomously as well as within a team environment.

Skills, qualifications and pre-requisites to undertake the role

| Qualifications | 1. Tertiary qualifications in law and admission to practice as a solicitor.  
|                | 2. Must hold or acquire a Working with Children check.  
|                | 3. Must be willing to acquire a National Police certificate/undergo a criminal records check. |
| Professional membership Accreditation | Full corporate practising certificate for Victoria (or equivalent). |
| Previous Experience/s | 8 + years post qualification experience as a transactional lawyer either in house and/or at a law firm including experience in handling complex transactions.  
| | Experience in dealing with regulators.  
| | Ability to focus on pragmatic implementations and legal principles in a corporate environment. |
| Organisational values | A commitment to the organisational mission, vision and values of Integrity, Respect and Excellence and to the ethos, values and mission of Catholic education including alignment with MACS’s Child Safety standards. |
| Other requirements | 1. An understanding of, and a commitment to, the safety, wellbeing and protection of children. Therefore, you must:  
| | a. Hold and maintain a current Victorian Working with Children Check or be eligible to receive same upon joining the organisation; or  
| | b. Provide Evidence of, and continued maintenance of, a full and current Victorian Institute of Teaching (VIT) registration.  
| | 2. Undergo and receive a clear National Criminal History Check (NCHC) upon employment and during the course of your employment with MACS. All employees are required not to have been charged with, nor found guilty of any offence which would be incompatible with employment with MACS.  
| | 3. Take reasonable care for your health and safety in the workplace and for the health and safety of others who may be affected by actions. |