

Position Description

Legal Advisor (Corporate)



Melbourne Archdiocese
Catholic Schools

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

The Directorate, Governance and Legal, is responsible for the legal services function, the general counsel and company secretariat function, and the information and records management function. The MACS Legal Services function delivers expertise in the following service areas to the business:

- **Legal Services – Schools:** provides services to MACS Schools and internal MACS departments on a broad range of School related matters;
- **Legal Services – Corporate:** provides advice to the business on a wide range of commercial, compliance, and regulatory issues that impact the organisation's operations; and
- **Legal Services – Litigation:** negotiates and manages a diverse range of complex or highly sensitive civil litigation matters, including but not limited to, historical abuse claims, personal injury claims, human rights (e.g. discrimination) and building and construction litigation matters.

The Legal Advisor (Corporate) works within the **Legal Services – Corporate** group to provide legal advice and assistance to MACS schools and Offices on commercial, compliance, and regulatory issues, including, but not limited to; contract negotiation and review, corporate governance and risk, regulatory compliance, and insurance and property matters.

Position Title	Legal Advisor (Corporate)
Reports To	General Manager – Legal, MACS Corporate
Directorate	Governance and Legal
Direct Reports	N/A

Key responsibilities of the role

Legal Advice and Expertise

- Provide legal advice under supervision on a range of commercial, compliance, and regulatory matters, including contract reviews, and the preparation of relevant documentation.
- Support senior lawyers on strategic matters and projects, gaining insight into how legal work contributes to MACS' long-term goals.
- Collaborate with senior legal advisors to prepare guidance and training materials to internal stakeholders, to



support stakeholder understanding of legal obligations.

- Stay informed about changes in legislation, especially in the areas of corporate and commercial law, and conduct legal research when required.

Administrative and Professional Responsibilities

- Manage assigned legal matters effectively and communicate workload capacity to the team to support balanced distribution of workflow.
- Communicate clearly and professionally with clients. Ensure timely responses to enquiries and proactively manage client expectations by providing regular updates.
- Maintain accurate data and records of assigned legal matters, ensuring all relevant documentation is filed into the matter management system.
- Support engagement with internal and external stakeholders, under supervision. Build relationships through clear communication and reliable service delivery.
- Engage with peers and senior lawyers to support professional development and contribute to team goals.

Key Selection Criteria

Personal Attributes

Demonstrated ability to act with integrity and reliability, and to maintain resilience when handling sensitive or distressing material.

Professional / Industry Knowledge

Demonstrated ability to apply foundational legal training and understanding of core legal principles in practical settings.

Stakeholder Engagement & Management

Demonstrated ability to build rapport with clients and colleagues, respond constructively to feedback, and show sensitivity to client needs.

Communication Skills

Demonstrated ability to produce excellent legal writing and verbal communication, delivering accurate and timely legal advice tailored to non-legal audiences, whilst upholding legal independence to ensure that the legal advice provided is sufficiently objective and impartial.

Leadership & Management

Demonstrated ability to work effectively under supervision, contribute to team goals, and take responsibility for personal development.

Ways of Working

Demonstrated ability to solve problems independently, manage time and tasks effectively, adapt to changing priorities, and maintain a customer-focused approach.

Skills, qualifications and pre-requisites to undertake the role

Qualifications	Tertiary qualifications in law and admission to practice as a solicitor
Professional membership or Accreditation	Full corporate practising certificate for Victoria (or equivalent).
Previous Experience/s	Experience related to an education setting is highly desirable
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 commitment to the safety, wellbeing and protection of children, and therefore you:



	<ol style="list-style-type: none"> a. Must hold and maintain a current Victorian Working with Children Check or be eligible to receive same upon joining the organisation. b. Alternative to holding a WWCC and NCHC, MACS will accept evidence and continued maintenance of a full and current Victorian Institute of Teaching (VIT) registration. <ol style="list-style-type: none"> 2. You must also 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. Willingness to take reasonable care for your health and safety in the workplace and for the health and safety of others who may be affected by what you do or don't do.
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