

Group General Counsel & Company Secretary Position Description

Reporting to:	Chief Executive Officer	Work location:	Melbourne
Department:	CEO Office	Budget holder:	Yes
Team:	Legal	Direct reports:	2

Here you'll make a difference

At Save the Children Australia, we're unapologetic about what we stand for: a world where every child has the chance to thrive. That takes good people, different perspectives and a willingness to tackle some pretty big challenges.

The General Counsel is the principal legal advisor for Save the Children Australia and is responsible for the legal function for the SCA Group.

Here your skills will be valued

ROLE REQUIREMENTS

Group General Counsel

- Lead SCA's legal function, providing commercially sound, rights-informed and practical legal advice across the organisation, including the Board, Executive and senior stakeholder.
- Act as the primary legal contact for the Group, including SCA's three Australian subsidiaries and its four pacific-based subsidiaries.
- Act as a trusted advisor, providing legal advice across all areas of law including human rights, employment, property, privacy, work health and safety, donor and commercial contracting and intellectual property.
- Manage the insurance portfolio across the group, including annual placement.
- Build the organisation's capability to identify and manage commercial and contracting risk within risk appetite thresholds.
- Help drive the organisation's advocacy objectives, especially on legal strategy.
- Own SCA's policies and procedures, including a sound policy framework and delegations of authority.
- Develop and ensure ongoing compliance with SCA's compliance register.
- Drive continuous improvement in how legal advice and knowledge are delivered across the organisation.
- Manage external legal advisors, ensuring SCA has access to pro bono advice in support of its mission.
- Represent SCA's legal interests in engagement with Save the Children International and Member countries, sharing best practice and aligned advocacy goals.
- Contribute legal expertise to sector-wide initiatives aligned with Save the Children's mission and goals.

Company Secretary

- Hold overall company secretarial responsibility for SCA and its Australian subsidiaries.
- Ensure each board and its committees meet their statutory, regulatory and governance obligations, including under the Corporations Act and ACNC requirements.
- Maintain statutory registers and ensure timely ASIC and ACNC filings and lodgments.
- Run the governance cycle across all four boards, including scheduling, workplans, agendas, minutes and circular resolutions.
- Advise directors and the executive on governance obligations, directors' duties and best-practice governance.

Data and Privacy – Privacy Officer

- Act as Privacy Officer across SCA and its Australian subsidiaries, accountable for compliance with the Privacy Act and related regulatory obligations.
- Own and maintain SCA's Privacy Policy and supporting procedures.
- Advise business units on privacy risk, data handling and retention and cross-border transfers, including in relation to domestic and international program work.
- Manage engagement with the OAIC, ACNC and other relevant regulators on privacy matters.

Compliance – AML/CTF Compliance Officer

- Act as the AML/CTF Compliance Officer for the Save the Children Impact Fund (SCIF), overseeing SCIF's AML/CTF program, risk assessments and reporting obligations.
- Own and maintain SCIF's AML/CTF policies and procedures, including customer due diligence, monitoring and reporting requirements.
- Monitor and report on SCIF's AML/CTF compliance risk to the relevant boards and the executive.

Whistleblowing – Whistleblowing Protection Officer

- Act as Whistleblowing protection Officer across SCA and its subsidiaries under the Corporations Act whistleblower protection regime.
- Own and maintain the Whistleblower Policy and associated procedures.
- Oversee the intake, triage and investigation pathway for whistleblower disclosures, and ensure disclosures are protected in accordance with legal requirements.
- Report on whistleblowing matters to the Board and CEO as required, while maintaining confidentiality obligations.

Leadership, people and risk

- Lead and inspire the legal and governance team to deliver in line with Save the Children's mission.
- Manage the legal and company secretarial budget and help meet Office of CEO budget targets
- Role model effective risk management.
- Manage and continuously improve access to policy, guidelines and key knowledge, including adopting pragmatic and user-centric design approaches.

Health, safety, security and risk management

- Model safe behaviour by following all workplace policies, procedures, work instructions and training
- Work safely at all times and consider the impact of your work practices on your own and others' physical safety and psychological wellbeing.
- Report all incidents, injuries and potential hazards in a timely manner
- Take part in safety activities and improvements, contribute to a culture that supports physical and psychological health.
- Identify, document and manage risks in your programs and work environment, putting controls in place to reduce physical and psychological harm.
- Ensure staff maintain required and mandatory training, including background checks, working with children checks and training related to physical and psychosocial safety.
- Promote strong governance and a culture that prioritises both physical and psychological safety, wellbeing and operational risk management.
- Provide clear proactive leadership on safety, security and wellbeing by addressing physical and psychological risks and supporting continuous improvements.

Child protection and safeguarding requirements

- Maintain a child safe environment at the workplace and safeguard children's rights, acting in the best interests of children at all times
- Comply with the [Child Safeguarding Policy](#) & [Code of Conduct](#)
- Demonstrate the highest standards of behaviour towards children in both your private and professional life

- Never abuse the position of trust that comes with being a part of the Save the Children family
- Maintain a safe and positive relationship at all times when working with children and young people
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes
- Ensure staff have completed background checks and are trained in child safeguarding in line with organisational and program requirements

All roles at Save the Children contribute to our impact for children.

At Save the Children, every role, whether in our programs or support services, plays a vital part in our impact for children. We are committed to creating a positive impact on the lives of children and their communities, and we value the contributions of every team member in achieving this vision.

Being a leader at Save the Children Australia means leading with heart, enabling others, and delivering results. Leaders are expected to uphold, and role model the behaviours outlined in our Leadership Framework.

Here you'll belong

It takes all types of people to do the challenging work we do. Here are some of the specific skills and experiences you'll bring in this role:

Essential knowledge or experience

- Strong leadership skills and an ability to build strong relationships across the organisation at all levels (Board, Exec, Leader, teams)
- Significant post qualification experience
- Experience advising on Australian government service and grant contracts and/or service and grant agreements with funding bodies such as UN organisations
- A keen sense for commercial outcomes and delivering quality legal advice
- Exceptional communication skills
- Effective project management techniques to plan and deliver work within agreed timeframes
- Practical, pragmatic and solution focused
- Strong personal ethics

Desirable knowledge or experience

- Experience as a General Counsel in a large and complex organisation
- Knowledge of domestic and international issues affecting vulnerable children
- Experience working with domestic children's service providers and/or NGOs and international development managing contractors
- Knowledge of child protection and child safeguarding practices and legislation
- Knowledge of the Australian charity sector and ACNC regulatory requirements
- Experience advising on privacy and data protection issues

Required qualifications and/or accreditations

- Admitted as a legal practitioner in one or more states/territories in Australia (or overseas equivalent and taking steps to be admitted in Australia)

Additional Information

- Any offer of employment at Save the Children Australia will be subject to a satisfactory National Police Record Check and a Working with Children Check
- Employees must sign on to Save the Children Australia's Child Safeguarding Policy and Code of Conduct
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above
- Save the Children Australia is an Equal Opportunity Employer

Driver's Licence: Not required **Travel:** Some

Working with Children Check: Required

Assets: Tools of trade