

Senior Lawyer / Company Secretary Position Description

Reporting to:	Group General Counsel and Company Secretary	Work location:	Melbourne
Department:	CEO Office	Budget holder:	No
Team:	Legal	Direct reports:	Nil

Here you'll make a difference

At Save the Children Australia, we attract bright and big-hearted people who are inspired to make a difference. Together, we are fearless in our pursuit of making lasting change for the children and communities who need it most.

Working closely with the Group General Counsel, the Senior Lawyer and Company Secretary will have day to day responsibility for the provision of:

1. High quality legal advice to all business units and subsidiaries of Save the Children Australia on matters including privacy and data protection, transfers and acquisitions, workplace relations, litigation, human rights law and intellectual property.
2. All company secretarial and governance functions for Save the Children Australia's subsidiaries.

Here your skills will be valued

Role requirements

Senior Lawyer

- Provision of sound, pragmatic legal advice.
- Review and negotiate complex contracts, including with key donors of Save the Children Australia and its partners.
- Draft legal documents in a range of contexts, including in highly sensitive matters.
- Keep informed of legal developments and communicate these appropriately.
- Complete due diligence.
- Provide advice on business transfers.
- Address ad hoc requests for legal advice in a prompt and autonomous manner.
- Conduct training on legal and regulatory matters as required.
- Implement strategies to mitigate future legal risk.
- Manage the group's insurance portfolio and claims under liability policies.
- Ensure compliance with AML/CTF compliance requirements for the impact investment fund.

Company Secretary

- Act as company secretary for Save the Children Australia's subsidiaries.
- Prepare all board papers for subsidiary board meetings and liaise with the board chairs and directors as appropriate.
- Prepare meeting minutes and manage action registers.
- Maintain annual board meeting schedules for subsidiaries.
- Assist with director appointments, including training and compliance requirements.
- Ensure compliance with all regulatory requirements.

Health, safety, security and risk management

- Be a role model for safety and security and comply with all workplace safety policy, procedure, work instructions and training
- Act safely at all times
- Report all incidents, injuries and potential hazards in a timely manner
- Participate in, and contribute to, health and safety awareness and improvements

- Be aware of, document and manage the risks associated with your team's programs and workplaces and ensure appropriate elimination or mitigation measures are applied

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

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.

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

- Minimum 8 years post admission experience as a lawyer either in private practice or in-house.
- Ability to provide high quality, commercially focused legal advice on a range of complex topics.
- The ability to confidently manage matters independently, with support from the Group General Counsel.
- Exceptional communication skills.
- Confident and highly motivated.
- Strong team player with ability to develop effective stakeholder relationships.
- Ability to manage multiple matters in a fast-paced environment.
- Strong personal ethics and alignment with Save the Children Australia values.

Desirable knowledge or experience

- Experience as a company secretary.
- Experience advising on legal issues in the Pacific.

Required qualifications and/or accreditations

- Admitted as a lawyer in one or more states 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 required

Working with Children Check: Required **Assets:** Laptop