



Australian Government

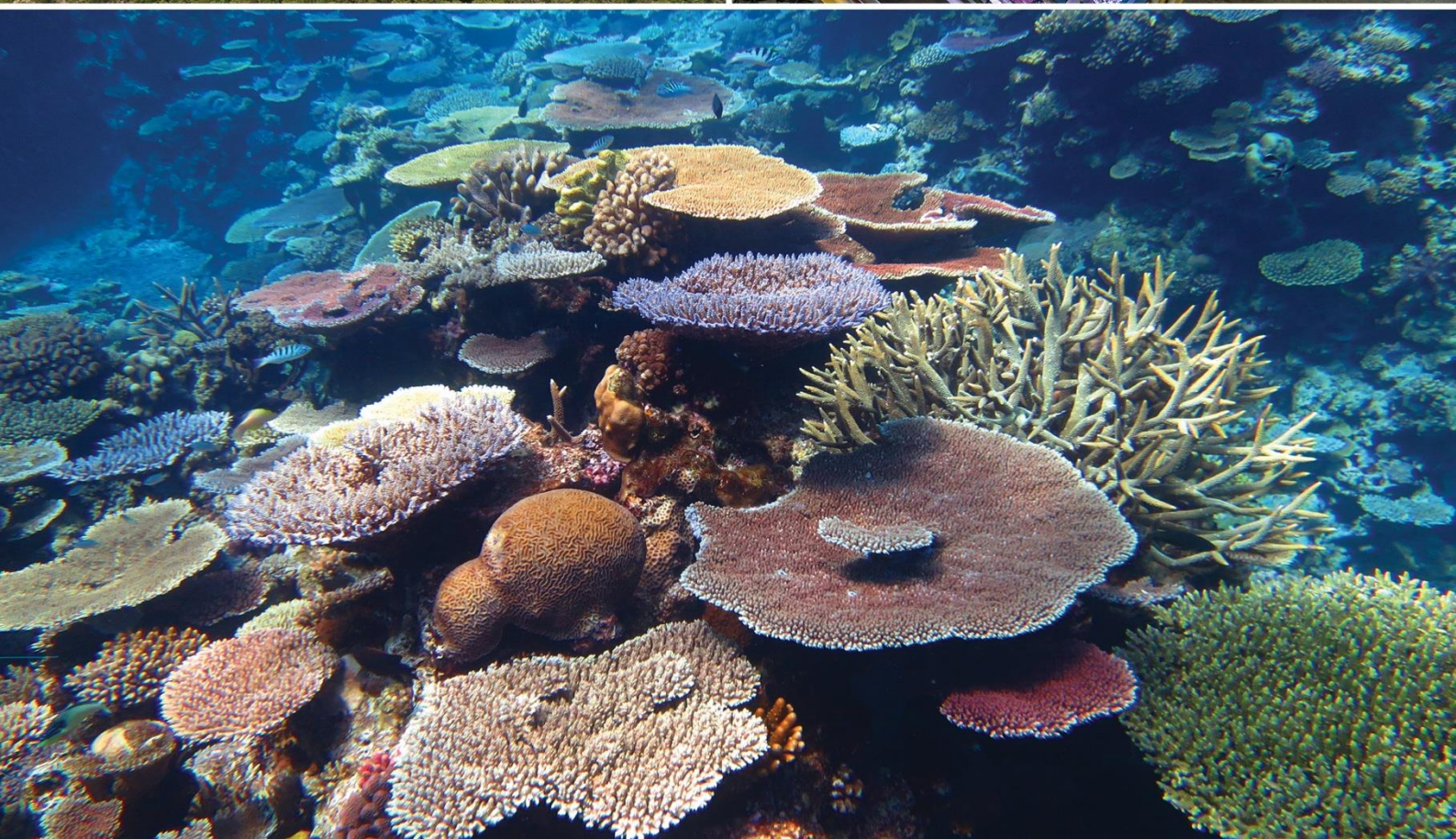


AUSTRALIAN INSTITUTE
OF MARINE SCIENCE

SENIOR LEGAL COUNSEL

LEGAL SERVICES

CANDIDATE INFORMATION PACK



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AIMS was awarded [Athena Swan Bronze status](#) in 2020 by the [Science in Australia Gender Equity \(SAGE\)](#) program. This award recognises AIMS' commitment to improving gender equity, diversity and inclusion in STEMM disciplines.

The Australian Institute of Marine Science acknowledges the Traditional Owners of the land and sea on which we work. We recognise the unique relationships and enduring cultural and spiritual connection that Aboriginal and Torres Strait Islander people have to land and sea, and pay our respects to Elders past, present and future.

Photographic credit: Shaun Hahn, Joe Gioffre, Christian Miller, Steve Clarke, Christian Miller, Chris Brunner, Nick Thake, David Deeley

ABOUT AIMS

The Australian Institute of Marine Science is a corporate Commonwealth entity established under the [Australian Institute of Marine Science Act 1972](#) (AIMS Act). As Australia's tropical marine research agency, it is [our mission](#) to provide the research and knowledge of Australia's tropical marine estate required to support growth in its sustainable use, effective environmental management and protection of its unique ecosystems.

To accomplish its [mission](#), AIMS delivers independent science to help realise three key long-term impacts for the nation:

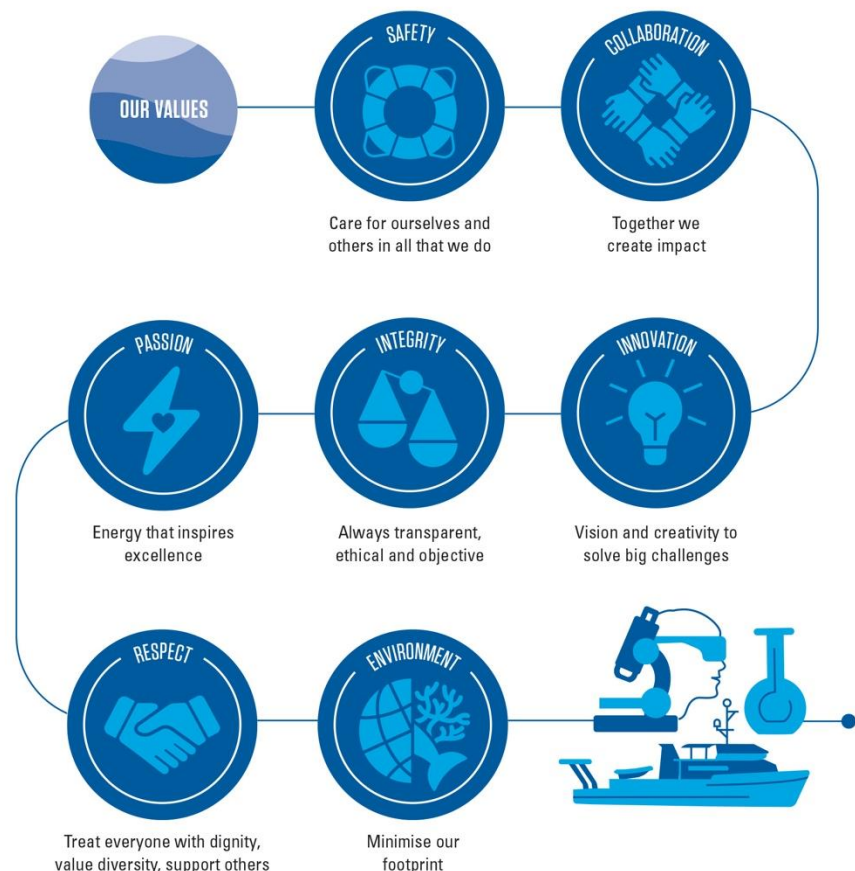
- Improve the health and resilience of marine and coastal ecosystems across northern Australia.
- Create economic, social and environmental net benefits for marine industries and coastal communities.
- Protect coral reefs and other tropical marine environments from the effects of climate change.

Our research is focused on the priorities of our stakeholders, including Commonwealth, state and territory governments, industry and Traditional Owners. Our research continues to:

- Underpin Australia's environmental management of the Great Barrier Reef (GBR) to ensure that this World Heritage Area remains healthy and resilient.
- Support the sustainable development of coastal industries and ports across northern Australia.
- Provide the environmental baselines and condition and risk assessments required for current and future resource and industrial developments in Northern Australia.

At AIMS, [the way we work](#) guides us towards the successful delivery of our [AIMS Strategy 2030](#) targets.

THE WAY WE WORK



ABOUT FINANCE AND CORPORATE SERVICES

LEGAL SERVICES TEAM

FINANCE & CORPORATE SERVICES

Successful achievement of our research goals is reliant on the provision of exceptional enabling support services. Throughout AIMS, our Finance and Corporate Services teams deliver the complete range of People and Culture, Finance, ICT, Portfolio and Project Management, Legal and Business Development products, services and professional advice.

LEGAL SERVICES TEAM

Our in-house Legal Services team has the privilege of collaborating on world-leading science projects making a positive difference to our marine environment and developing leading edge technology.

The team delivers high quality legal advisory services on a broad range of contractual, legislative, program and policy issues affecting AIMS. We engage in a partnership approach to resolving issues and helping various research, corporate and operational functions at AIMS to manage legal risk. The legal advice required is highly varied, involving contractual and commercial advice, industrial relations advice, statutory interpretation, as well as corporate governance advice.



ABOUT OUR SENIOR LEGAL COUNSEL POSITION

About the Opportunity

This is a pivotal role providing legal support to the Operations program for AIMS' significant pipeline of major capital and infrastructure projects. You will work across the Legal Services and Operations teams in the delivery of large capital projects, providing legal advice and engaging and managing external advice. You will provide input to procurement processes, project governance and probity and assist with relevant reporting on capital projects.

This is a rare opportunity to work in a purpose-driven organisation where your legal work will make a tangible difference to protecting our precious marine environments for future generations, working alongside world-leading scientists, researchers and operations professionals, and assisting with the development of cutting-edge technology. AIMS' award-winning legal team is unique in its innovative approach to delivery of legal service and its demonstrated commitment to workplace flexibility. Applicants are welcomed on a part-time, full-time or job-share basis, and all types of flexible working proposals will be considered.

The team is committed to professional development of its lawyers and providing opportunities to expand your expertise well beyond black letter law and contractual advice. The AIMS legal team is always looking to improve its services and welcomes creative and innovative thinkers.

About you

Tertiary qualified in Law and admitted as a legal practitioner in Australia, your extensive experience post admission will reflect your strong commercial acumen and advanced technical legal, negotiation and analytical skills. Your experience drafting and negotiating agreements, producing innovative solutions to complex problems and managing stakeholders will be critical to your success in this role.

Experience supporting capital projects, including legal issues, project management and procurement processes would be highly desirable, as would familiarity with intellectual property principles and management of these assets in a research environment.

You will be a collaborative communicator who gives clear and practical advice on legal issues. You will bring an adaptable, pragmatic and solutions-focused approach. You will connect with colleagues, learn quickly and become a valued business partner within AIMS.

NB: Non-Australian Citizens must hold an appropriate Visa with working entitlements that allows paid employment with AIMS for the term of the appointment, depending on the [Department of Home Affairs](#) current policies.

If, after reviewing the position description (refer pages 9 - 12), you believe that your qualifications, experience and professional capabilities will enable you to successfully deliver the position responsibilities, we would be very interested in hearing from you.

Apply now and join a world leading organisation with attractive working conditions which are detailed in our [Enterprise Agreement](#). The successful candidate for this exciting opportunity will be rewarded with:

- AIMS AOF Level 6 salary (\$130,855 to \$147,453 per annum) plus 15.4% superannuation
- Located in Townsville (Qld) or Perth (WA)
- Full-time or part-time, 5-year Fixed Term opportunity
- 9-day fortnight (for full-time appointments)
- Flexible Work Arrangements considered (including remote working where possible)
- Generous leave provisions
- Commuter car arrangements to site in Townsville, as well as free onsite gym

HOW TO APPLY & KEY SELECTION CRITERIA

HOW TO APPLY

Your application submission for this opportunity should include the following documentation:

- Current Resume (including the contact details detail of two current referees);
- Cover letter (maximum 2 pages):
 - setting out how your experience would be of value to AIMS; and
 - addressing the relevant Key Selection Criteria (refer below)

NB: Our preference is that you include a list of your qualifications, publications, certificates and/or licences in your resume. Do not attach these documents to your application as these will not be provided to the selection panel.

Shortlisted applicants may be asked to complete a Personal Outlook Analysis Questionnaire using the Birkman Method.

How to apply: Please submit your application via our [website](https://aims.gov.au) (aims.gov.au).

Further information on the application process and tips visit our [Recruitment Application Guide](#).

Recruitment contact: Position enquiries can be directed to Andrew Paloni, Managing Counsel at a.paloni@aims.gov.au. *Applications must be made through our website per above.*

Closing date: SUNDAY, 8 OCTOBER 2023 (midnight, AEST).

NB: Applicant survey: All applicants will be invited to complete a voluntary survey after the vacancy closing date. Your responses to this survey do not form part of your application for this position. Further information about the purpose of this survey will be provided to you in the invitation.

KEY SELECTION CRITERIA

Essential

- Tertiary qualification in law and admitted as a legal practitioner and eligible to hold an unrestricted practising certificate issued in the respective jurisdiction, with post-admission legal experience in an area or areas relevant to AIMS' functions.
- Advanced technical legal, negotiation and analytical skills and strong commercial acumen.
- Extensive experience in drafting and negotiating agreements.
- Advanced ability to communicate information and advice clearly and concisely to a broad range of audience members.
- Strong interpersonal and stakeholder management skills.

Desirable

- Experience providing legal support to major capital projects.
- Experience in government, a research organisation or negotiating research agreements.
- Experience in developing, presenting and delivering training, workshops and legal guidance material for non-lawyers.
- Current C Class Open Drivers Licence (or equivalent) or the willingness to obtain.

ABOUT OUR LOCATIONS



Townsville (QLD) Facility

AIMS headquarters is south of Townsville, Queensland at Cape Ferguson. We are about 50 km from Townsville's CBD, is an international landmark in tropical marine science and home to the [National Sea Simulator \(SeaSim\)](#). We are adjacent to the centre of the Great Barrier Reef and surrounded by a 207-hectare national park and marine reserve. The area is free from development, is biosecure and has access to clean seawater and a protected harbour.

Finding us (see more on our website):

Head south from Townsville on the Bruce Highway (A1). Approximately 37 km from the city centre, turn left at the signposted turn-off to AIMS, onto Cape Cleveland Rd. Follow this road for a further 16 km until you arrive at the Institute. Please note there is **no public transport** to the Institute however employee commuter car arrangements are detailed in our [Enterprise Agreement \(Part I – Commuting Arrangements – Cape Ferguson\)](#).

Townsville Traditional Owner Groups (visit the [Townsville City Council website](#))

Our Traditional owners and custodians, the Bindal and Wulgurukaba People are the first people to have lived in the Townsville region.

- **The Bindal People**

The Bindal people call the country “Thul Garrie Waja”. An important symbol for the Bindal people is the shooting star. They believe that wherever the star fell, or the direction the star fell meant there was either danger coming or someone from that direction was in need of help or in danger.

- **The Wulgurukaba People**

The Wulgurukaba people call their country “Gurrumbilbarra”. Wulgurukaba means “canoe people”. An important symbol of the Wulgurukaba people is the carpet snake. Wulgurukabas creation story tells the story of the creation snake that comes down from the Herbert River, went out to sea, creating the Hinchinbrook Channel, and down to Palm and Magnetic Islands. His body broke up, leaving parts along the coast. The tail of the snake is at Halifax Bay, his body is at Palm Island, while his head rests at Arcadia, Magnetic Island.

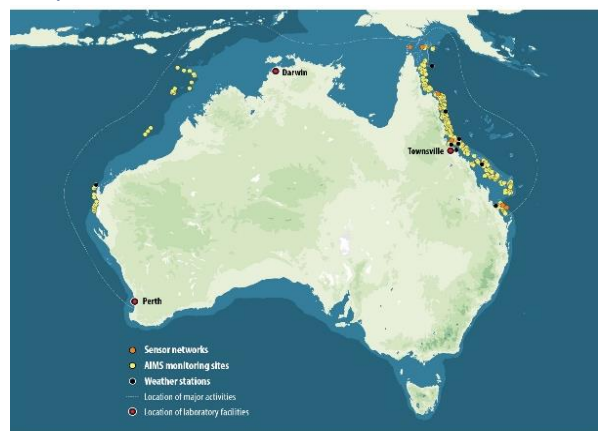
Living in Townsville

Townsville is a vibrant and rapidly growing city in North Queensland. Surrounded by the Great Barrier Reef, numerous coastal islands, the Wet Tropics rainforest and the outback, and less than two hours by plane from Brisbane, the region experiences a warm tropical climate with more than 300 days of sunshine each year.

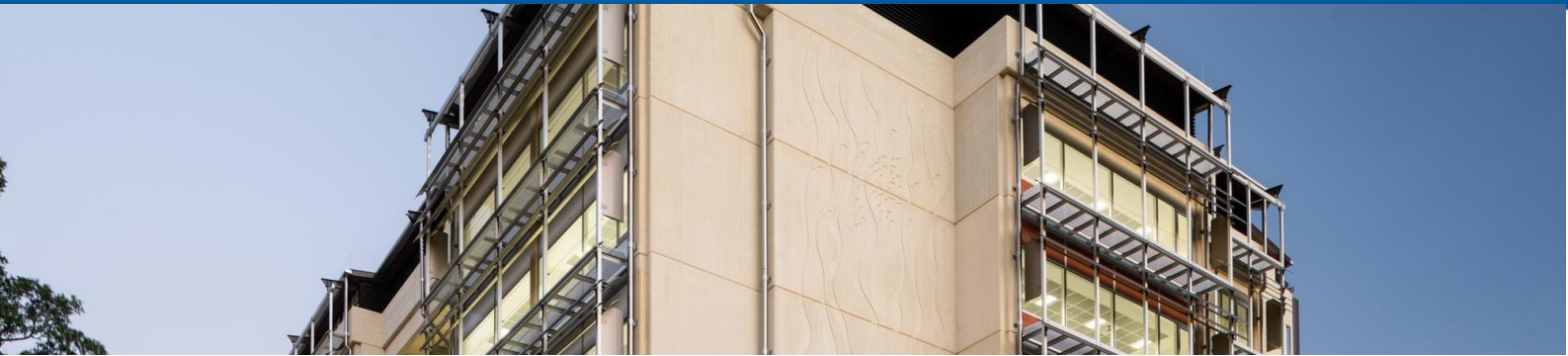
A diverse economic base with strengths in government administration, health, defence, education, marine science, natural resource management, manufacturing and mining, ports and shipping and agriculture supports a current population of over 190,000 people.

Boasting a relaxed lifestyle, residents of Townsville enjoy access to world class educational, medical, sporting and recreational facilities. Townsville attracts high quality national and international festivals, cultural and sporting events.

For further information visit www.townsville.qld.gov.au



ABOUT OUR LOCATIONS



Perth

Perth is a vibrant city and an exciting hub located on the west coast of Australia. Perth sits along the Swan River and is surrounded by unique landscapes, from Australian bushland in the west to rolling coastline 12 km east of the city. Perth is a fast-developing region, with a population of over 2 million people. Perth's diverse economic base is supported by key industries including Professional, Scientific and Technical Services (the largest industry employer), Government and Administration, Resources, and Health. Perth offers an array of opportunities for residents including exploration of diverse outdoor spaces, world-class national and international cultural and sporting events, architectural and historical attractions, and access to high-quality health, entertainment, medical, educational and sporting facilities. Perth is also recognised as the sunniest capital city in Australia.

AIMS Perth Site ([see more on our website](#)):

AIMS in Perth is co-located within the Indian Ocean Marine Research Centre (IOMRC) at the University of Western Australia (UWA)'s Crawley campus. You can reach the UWA campus by heading south-west from Perth CBD on Mounts Bay Rd. Our office is on Level 3 of the Indian Ocean Marine Research Centre, on Fairway. There are several bus routes to the campus:

- Bus 97, which leaves from Subiaco train station
- Buses 102 and 107, which leave from the Wellington St train station in the CBD, and
- Bus 950 travelling from Perth City to the UWA campus.

All these routes stop at UWA near the corner of Stirling Hwy and Fairway.

More information: www.perth.wa.gov.au



POSITION DESCRIPTION: SENIOR LEGAL COUNSEL

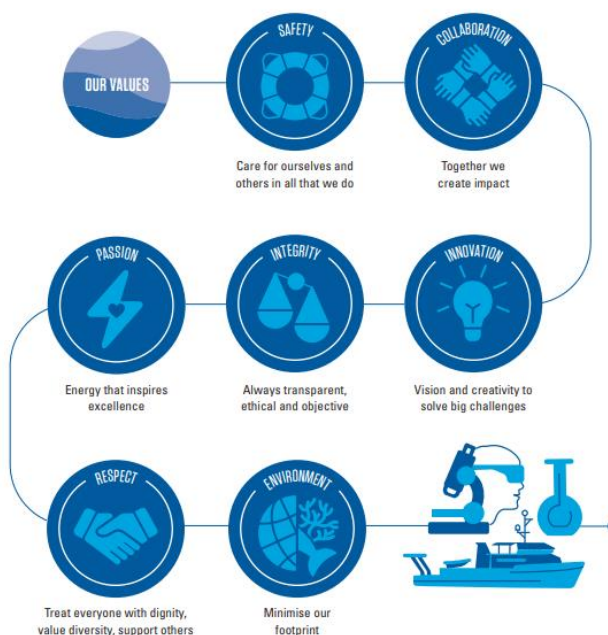
Position Description			
Position Title:	Senior Legal Counsel		
Position Number:	21796		
Organisational Unit Name and Number:	Legal Services (1402)	Program No.:	Finance & Corporate Services – Program 6
Salary cost centre:	1402		
Primary Location:	Townsville / Perth		
Agreement:	AIMS Enterprise Agreement 2020 – 2023 (and any subsequent agreement)		
Position Classification:	AOF Level 6	FTE Status:	Full-time (1.0 FTE) or part-time
First Level Supervisor:	Managing Counsel (21753)		
Positions under Direct Supervision:	Nil		
Functional Area:	Administrative Services		

AIMS Strategy 2030

Our Mission

To provide the research and knowledge of Australia's tropical marine estate required to support growth in its sustainable use, effective environmental management, and protection of its unique ecosystems.

The Way We Work



Position Summary:

This position is responsible for working within the Legal Services team providing legal support to the Operations program for major capital and infrastructure projects. The position provides legal advice, is responsible for engaging and managing external advice and has a leadership role in the delivery of large capital projects.

This position manages complex business interactions with a variety of stakeholders, involving the negotiation of multi-party agreements/contracts, including developing and promoting the benefit of the proposed initiative, developing the approach to negotiation and assisting other staff with strategies to promote their service and/or product.

POSITION DESCRIPTION - CONTINUED

Position Responsibilities:	<ul style="list-style-type: none"> • Provide input into procurement processes, project governance and probity, including participation on procurement panels as required • Assist with reporting in relation to capital projects to the Chief Operating Officer, Project Boards, Council and Audit Committee • Develop templates, processes and procedures for future large capital projects and build capacity within the Operations directorate • Prepare and draft contractual documents for and on behalf of AIMS • Lead or provide input into negotiations with external stakeholders • Proactively identify and manage organisational risks • Develop, review and maintain standard template contract documents. • Proactively identify and drive opportunities and lead the continuous improvement of administrative and organisational activities • Identify the need for, and develop, training and guidance materials for AIMS staff on legal and associated issues • Maintain professional independence in the provision of legal advice to AIMS • Manage the engagement of external legal providers where appropriate • Exemplify and implement the principles and values of legal professional ethics • Comply with AIMS' Code of Conduct ensuring the standards of conduct required of an AIMS staff member are upheld. • Adhere to, uphold, and demonstrate the AIMS values. 						
Key Responsibilities and Performance Standards							
Science Outputs:	Assist in the achievement of research milestones through reviewing, drafting and providing advice on AIMS' contractual arrangements, corporate issues and intellectual property matters.						
Work Health and Safety (For All Staff)	<ul style="list-style-type: none"> • Comply with AIMS' WHS policies and procedures to ensure a safe workplace. • Identify workplace hazards and take corrective action with your supervisor's guidance. • Take reasonable care to ensure your own safety and health at work. • Avoid adversely affecting the safety and physical or psychological health of any other person. • Identify and report health and safety hazards, incidents, injuries or property damage at the workplace. • Comply with health and safety instructions as indicated. • Ensure correct Personal Protective Equipment (PPE) is used for the task or activity as applicable. Take care to follow signage and direction as indicated. • Complete WHS Inductions as directed. • Strong commitment to and sound knowledge of principles and practices of Work Health and Safety and Workplace Diversity and Inclusion. • Ensure early reporting of physical or psychological factors that may impact on the completion of your daily position responsibilities so that reasonable adjustments may be considered. • Comply with Visitor Registration procedures and ensure visitors that you sponsor complete the relevant WHS inductions prior to attendance at the applicable AIMS site. 						
Work Health & Safety – Minimum Functional Requirements	Participate in Manual Task (Functional) Assessments and Fit for Work medical assessments as required. Minimum functional requirements*: <table border="1" data-bbox="571 2011 1497 2123"> <tr> <td>Maximum lift expected (5kg, 10kg, 25 kg)</td><td>5kg</td></tr> <tr> <td>% role mobilising</td><td>0%</td></tr> <tr> <td>% role sitting</td><td>85%</td></tr> </table>	Maximum lift expected (5kg, 10kg, 25 kg)	5kg	% role mobilising	0%	% role sitting	85%
Maximum lift expected (5kg, 10kg, 25 kg)	5kg						
% role mobilising	0%						
% role sitting	85%						

POSITION DESCRIPTION - CONTINUED

	% role standing/static positions	15%
	% role diving	0%
	Work in offshore or remote locations for extended periods of time	No
	<p><i>AIMS is an inclusive employer and will assess if modifications to the above work requirements can be made if provided with Reasonable Adjustment criteria from your Treating Doctor or other suitably qualified medical professional. Please consider the inherent physical requirements of the Position when making your request for Reasonable Adjustment.</i></p> <ul style="list-style-type: none"> • AIMS strongly encourages all employees to be fully vaccinated against COVID-19. Whilst it is not currently a mandatory requirement for this role, AIMS reserves the right to review its position and policy on mandatory vaccinations. It may therefore become a mandatory requirement for this role in the future. 	
Intellectual Assets:	<ul style="list-style-type: none"> • Ensure compliance with AIMS' Intellectual Property policies, procedures and guidelines to ensure AIMS' intellectual assets are appropriately protected and managed. • Provide advice to internal stakeholders on the capture, protection and management of intellectual assets (including intellectual property). • Review and monitor AIMS' registrable intellectual property portfolio. 	
Financial responsibilities and accountabilities and delegations:	<ul style="list-style-type: none"> • Delegations are in line with Financial and Contract Delegation Policy, which includes authorisation levels for Financial, Enterprise Agreement (supervisory), HS&E and General Administrative activities. • Contribute to positional budget requirements. • Manage AIMS funds and resources in a responsible manner and within delegation. • Comply with AIMS' Fraud Prevention Plan ensuring the standards of conduct and ethical behaviour required of an AIMS staff member are upheld and that suspected fraudulent activity is prevented and/or reported. 	
Working as a team:	<ul style="list-style-type: none"> • To work constructively as a member of a multi-disciplinary team that values diversity while ensuring the achievement of AIMS' goals and objectives. • Well-developed interpersonal and communication skills including the capabilities to effectively consult, collaborate and liaise with other team members on science/technical and non-science/technical issues for the purpose of achieving team objectives and maintaining a positive team environment. 	
External Customer, Partner, Collaborator and Stakeholder Requirements:	<ul style="list-style-type: none"> • Develop and maintain relationships with lawyers within key industry and government stakeholders. • Where appropriate lead negotiations and interactions with external parties and internal clients. • Represent Legal Services team or AIMS at external industry forums 	
Innovation, problem solving and continuous improvement responsibilities:	<ul style="list-style-type: none"> • Assist in the improvement of the day-to-day operations, systems and processes associated with AIMS. • Support team members to review and analyse processes to identify improvements and celebrate efforts towards continuous improvement. • Approach all tasks and activities from a risk management perspective. • Correct problems promptly and in a constructive manner. • Anticipate and manage ambiguity or situations that lack clarity. • Investigate underlying issues of complex and ill-defined problems and develop appropriate responses by adapting/creating and testing alternative solutions. • Liaise with, and influence related professions to enhance internal decision-making practices, processes, systems, policies, procedures and tools. • Assist in implementing knowledge management systems to effectively capture and improve legal corporate knowledge. • Proactively identify opportunities to improve Legal Services and other teams' processes to improve the efficiency and quality of legal services. 	
Performance management and planning responsibilities:	<ul style="list-style-type: none"> • Plan work activities to ensure the achievement of timelines. • Ensure timely and accurate completion of required tasks. 	

POSITION DESCRIPTION - CONTINUED

	<ul style="list-style-type: none"> • Actively participate in own personal performance planning and evaluation. • Successfully participate in the AIMS annual Performance and Development program. • Contribute to positional requirements to operational planning. Identify recruitment needs and recommend to supervisor.
Communication responsibilities:	<ul style="list-style-type: none"> • Comply with AIMS' Social Media policy. • Ensure use of private Social Media accounts and other e-communication platforms are in compliance with AIMS policies and procedures, as amended from time to time. • Refer to Corporate Style Guide for the production of documents, procedures, presentations and other communication material. • Apply excellent verbal and written communication skills to communicate and negotiate with influence to impact the decisions of managers by recognising the need for change and initiating innovative solutions/proposals. • Identify new ways to communicate legal information and advice across the organisation in engaging and effective formats.
Technology and Equipment:	<p>Utilise AIMS Technology and Equipment as required and directed such as:</p> <ul style="list-style-type: none"> • Networked personal computer and general office equipment. • EDMS – TechOne ECM, Procurement, P&C, Finance modules • Microsoft Project, Microsoft 365 applications • AIMS Fleet Vehicles (including Commuter Car Arrangements)
Selection Criteria	
Qualifications, Skills and Experience	
Essential Qualifications and Experience:	<ul style="list-style-type: none"> • Tertiary qualification in law and admitted as a legal practitioner in Australia and eligible to hold an unrestricted practising certificate issued in the respective jurisdiction, with post-admission legal experience in an area relevant to AIMS' functions. • Advanced technical legal, negotiation and analytical skills and strong commercial acumen. • Extensive experience in drafting and negotiating agreements. • Advanced ability to communicate information and advice clearly and concisely to a broad range of audience members. • Strong interpersonal and stakeholder management skills
Desirable Qualifications and Experience:	<ul style="list-style-type: none"> • Experience providing legal support to major capital projects. • Experience in government, a research organisation or negotiating research agreements. • Experience in developing, presenting and delivering training, workshops and legal guidance material for non-lawyers. • Current C Class Open Drivers Licence (or equivalent) or the willingness to obtain.
Special Requirements	
<p>AIMS requires all staff to:</p> <ul style="list-style-type: none"> • Provide Evidence of Right to Work in Australia. • Provide original or certified copies of qualifications for sighting (where listed as Essential above). • Provide 100 points of ID including at least one photograph (ie. Drivers License and birth certificate or passport) • Complete a satisfactory pre-employment medical from AIMS' provider. 	