

Position Description

Position Title	Legal Counsel and Assistant Company Secretary
Department:	Legal and Governance
Reports to:	Executive General Manager, Legal & Governance

Purpose of the Position

The legal team mission is to work with the business to deliver strategic, sound legal support in a contemporary way. The Legal Counsel & Assistant Company Secretary position provides reliable, timely, high-quality advice and service to Housing Choices Australia (**HCA**) on a broad range of issues with a particular focus on transactional matters (including construction, corporate, finance and property).

Reporting to the Executive General Manager, Legal & Governance, and working closely with the Senior Legal Counsel, the Legal Counsel & Assistant Company Secretary works as part of multidisciplinary teams to deliver projects. The Legal Counsel and Assistant Company Secretary also supports the organisation to meet internal governance and external reporting requirements.

Cultural Alignment

Personal alignment with HCA's values is an important part of working with us.

- We put people first
- We value difference and work together
- We trust and are trusted
- We learn and adapt
- We strive to be better

Specific Responsibilities

- Actively contribute to creating a high performing and collaborative team
- Develop solutions and deliver outcomes that reflect HCA's values, priorities, policies
- Contribute to the development and implementation of best practice for the Legal and Governance Team.
- Develop effective internal relationships and collaborations to progress HCA's strategic agenda and outcomes for residents.

Legal and regulatory affairs

- Provide support on legal matters arising within the organisation, with a focus on construction and development, major projects, finance, group structure, corporate governance, regulatory obligations and general commercial matters.
- Liaise with key regulators in relation to matters relating to governance and probity, as well as providing advice and supporting other senior managers in relation to their regulatory interactions.
- Assist in the development and maintenance of core legal, governance and probity policies and procedures within the organisation.
- Ensure compliance with all statutory filing and regulatory reporting, working with Senior Management to ensure all reporting is correct and accurate.

Ethical and Responsible Leadership

- Support the Legal & Governance Team to embed high standards of ethical corporate conduct and understanding of effective decision-making and corporate governance frameworks across HCA.
- Support the development of policies, processes and systems to ensure compliance with legal requirements.
- Assist the Legal & Governance Team to manage risk by maintaining awareness of, and responsiveness to, legal and regulatory, reputational and commercial factors and assessing their potential to impact on HCA's business.
- Undertake ad hoc projects and assignments initiated and as required by the Executive General Manager, Legal & Governance and Senior Legal Counsel.

Company Secretarial functions and support to HCA Board

- Support the Executive General Manager, Legal & Governance to provide Company Secretary duties for all entities within the HCA corporate group including:
 - o taking minutes and action items at Board and Committee meetings; and
 - o providing sound, professional advice and guidance to the Chair, Board and associated Committees on their responsibilities and governance rules and regulations.
- Support the Executive General Manager, Legal & Governance, Chair and Board to ensure all Board functions are managed efficiently and effectively including:
 - o contributing to the legal and secretariat aspects of the annual and interim reporting cycles; and
 - o project managing the AGM, including preparing draft notices of meeting, director communications and briefing materials for directors.
- Working with the Legal & Governance Team to update and maintain all Company registers, statutory registers and governance-related operational registers.

You are part of something bigger

We are a diverse, dedicated and collaborative group of people who are strongly committed to making a difference in the community. You will play an integral role in helping us achieve our mission and vision. We provide an inclusive, genuinely positive and connected workplace and everyone working at HCA is expected to:

- Live our values everyday
- Work collaboratively to identify opportunities to deliver improved resident outcomes
- Always provide courteous and professional service
- Contribute ideas, energy and effort into achieving our strategic aspirations
- Establish and maintain excellent working relationships across our organisation
- Participate in ongoing learning opportunities including professional guidance, peer learning, formal learning, digital learning, knowledge sharing and feedback on performance
- Comply with all organisational policies and procedures, legislation and agreements, including gender equality and respect and occupational health and safety
- Contribute to the development and review of policies and procedures relevant to the role
- Comply with reasonable reporting and accountability requirements of the organisation

Key Relationships

- Executive General Manager, Legal & Governance
- Senior Legal Counsel
- Business Leadership Group
- Commercial Team
- Specialist Housing Group
- HCA Board
- HCA's partners, financiers, advisers (including external law firms) and suppliers

Selection Attributes

Knowledge and Qualifications

- 3-4 years post admission experience
- Tertiary qualification in law and holder of current practicing certificate (or ability to readily regain practicing certificate).

Experience

- Proven experience in construction and development, major projects, finance or corporate (or related) law.
- Experience in a comparable role or discipline(s) in the private, public or community sector.
- Company secretary experience or exposure highly valued.

Skills

- Well-developed conceptual, analytical and problem-solving skills with sound commercial judgement and decision-making ability.
- Relationship management skills.
- Demonstrated effectiveness in managing a range of stakeholder relationships, particularly internal stakeholders with different skills.
- Ability to adapt quickly to changing requirements and lead others through the process of change.
- Strong organisational and prioritising skills with excellent accuracy and attention to detail.
- Highly level confidentiality, sensitivity and discretion and absolute integrity.
- Well-developed communication and interpersonal skills including the ability to simplify legal discourse and effectively consult and negotiate across a range of stakeholder groups
- Ability to manage conflicting priorities and high work volumes without affecting quality of service delivery.

Other Requirements

- Willingness to undertake screening and employment checks
- Agreed to comply with Child Safe Environments policies and procedures
- Sensitivity to and understanding of issues affecting socially disadvantaged groups including people enduring housing stress, people with disability and people from a non-English speaking background
- Current driver's license and willingness to travel across HCA sites and interstate as required.

I acknowledge that this position description outlines the core role requirements and workplace expectations. I understand its intention is to support a focus on key outputs and that flexibility is required in a dynamic, complex and changing environment.

Job Holder _____

Date _____