

Title:

Legal Counsel

Reports to:

General Manager, Finance and Business Performance

Number of Direct Reports and Roles:

This role has no direct reports.

Liaison with:

MCC Executive team, MCC Committee, Executive Manager- Finance and Business Performance, People and Culture team, Commercial team, Facilities team.

Job Goal:

This role has responsibilities across a broad spectrum of corporate and commercial activities, enabling the MCC to achieve its strategic objectives within appropriate risk parameters, whilst ensuring compliance with relevant legal obligations and requirements.

Accountabilities/ Responsibilities:

- Provide accurate and timely counsel to executives and staff in a variety of legal areas including but not limited to commercial, employment law, contract, leasing, construction, insurance, safety and intellectual property
- Draft, review and negotiate various commercial contracts and agreements with vendors and suppliers, among others
- Communicate and negotiate with external parties (regulators, external counsel, public authorities, stakeholders), creating relations of trust
- Manage and mitigate organisational legal risks by designing and implementing company processes and procedures that strike a practical balance between mitigating risk and enabling the business to grow
- Provide interpretation and research into relevant laws and work to ensure compliance with all laws and regulations that apply to the business
- Advise on employment law when and where required
- Collaborate with management to devise efficient defense strategies
- Help to solve complex matters with multiple stakeholders, resulting in strong outcomes for the organization
- Maintain current knowledge of changes in legislation
- Build effective relationships throughout the business, designing legal solutions and processes that suit the culture and growth of the organisation
- Manage all legal requirements across the business through the triaging of requests, including administrative legal needs and management of the legal budget
- Liaise with external legal firms in relation to specialised legal services and follow up and outstanding issues
- Act as Company Secretary for all associated entities across the Melbourne Cricket Club

POSITION DESCRIPTION

Legal Counsel (Permanent)

Finance and Business Performance Department

August 2022

- To assist and support tendering processes through the provision of legal advice where relevant
- Comply with MCC OH&S policies and procedures
- MCC Leading at the 'G' capabilities apply to this position, specifically at the 'Leading Self' level. These are outlined in the Leading at the 'G' framework
- Other duties as required

Experience / Skills / Qualifications:

- Bachelor of Laws, with a high degree of commercial acumen
- Sound understanding and knowledge of commercial and corporate law
- 5+ years' experience as a lawyer working in-house or in a law firm – with generalist experience
- Strong drafting skills
- Sophisticated communication and presentation skills - capability to represent the company with external business leaders in complex legal matters
- The ability to communicate complex legal issues and risks in terms that non-legal colleagues can understand
- The ability to build and maintain strong professional relationships across the business, demonstrating understanding of the culture and values
- Ability to work independently
- Strong attention to detail
- Highly developed communication skills both written and verbal
- A high degree of diplomacy and ability to treat information confidentially when required
- Excellent organisational and time management skills – self motivator
- Capability to manage projects with limited supervision
- Ability to problem solve efficiently and courteously
- Demonstrated commitment to MCC values
- Consistently demonstrates the customer service CARE habits in all customer interactions

The MCC is committed to providing a safe environment for everyone including children & young people and ensuring our staff understand their responsibility in relation to child safety. All staff are required to undertake mandatory child safety training. The MCC conducts reference checks including on child safety and other pre-employment checks as appropriate for the role e.g. Working with Children Checks.

Further Notes: