

Position Description – Corporate Lawyer, Intellectual Property and Commercialisation

Updated 9/12/2024

POSITION DETAILS	
Portfolio	Portfolio of the Vice Chancellor
Organisational Unit	Governance, Legal and Risk
Supervisor (Title)	Deputy General Counsel
Classification	Higher Education Officer Level 9
Employment Type	Continuing, Full-time

POSITION SUMMARY
<p>Under broad to generally unguided direction, the Corporate Lawyer, Intellectual Property and Commercialisation provides a range of legal advice and services to internal clients, across a wide range of predominantly research related matters. This will include strategic partnerships, joint ventures, new spinout entity creation, taking of equity by the University in existing companies, corporate governance, intellectual property and commercialisation, Commonwealth and State research funding arrangements, internal policy, regulatory matters, risk management, compliance, dispute resolution and litigation.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred; contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor; promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity; perform their responsibilities in a manner which reflects and responds to continuous improvement; and familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies. <p><i>A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.</i></p> <p><i>Staff working in a health care setting are <u>strongly recommended</u> to be fully vaccinated against COVID-19 in line with the SA Health policy.</i></p>

KEY POSITION RESPONSIBILITIES**The Corporate Lawyer, Intellectual Property and Commercialisation will be accountable for:**

1. Providing accurate, timely and customer focussed legal advice and services to internal clients, including:
 - Providing pragmatic, prompt and technically excellent legal advice and solutions for a wide range of matters under broad to generally unguided supervision.
 - Reviewing, negotiating, drafting, and providing advice on a wide range of contracts and matters including strategic partnerships and collaborations, consulting and contracted research, intellectual property management and commercialisation, technology licences, joint ventures, new spin out entity creations, corporate governance and Commonwealth and State Funding Agreements.
 - Providing advice on defence related matters, including the *Defence Trade Controls Act* and US export controls.
 - Providing advice on policy implementation and interpretation.
 - Providing guidance and support to the University's controlled and non-controlled entities on legal and compliance matters relating to research engagement, commercialisation, and governance.
 - Assisting with the preparation of briefing papers and research into matters as required.
 - Advising on compliance obligations under law and regulation.
2. Developing and maintaining productive relationships with key stakeholders and staff across the University, ensuring transparent, responsive and consistent high quality customer service and effective communication that can influence strategic decisions.
3. Sourcing, briefing and managing the delivery of services by external legal service providers, as required, and ensuring costs are managed in line with internal budgets.
4. Identifying opportunities to improve processes related to the management of research contracts, policy matters, applicable legislation and the effective use of external legal service providers.
5. Contributing to developing, maintaining and reviewing University standard form template agreements including updating documents as required to align with changes in objectives, University policy and the law.
6. As required, assisting senior staff in the Governance, Legal and Risk Division and other areas of the University in relation to a range of legal and management matters.
7. Making significant and high-level contributions to projects in Legal Services and elsewhere that have a University-wide impact.
8. Preparing and delivering education and training to University staff on legal aspects of research related funding and other University activities and contribute to induction and training of new members of the University Legal Services team.
9. Providing mentoring, advice and support to less experienced legal & contracts staff and supervising work activities in the absence of the Deputy General Counsel.
10. Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Recognised law degree and a current unrestricted South Australian practising certificate (or ability to readily obtain one), with several years post admission experience in the provision of legal services in private practice or an in-house setting.
- Extensive experience in provision of complex intellectual property, corporate governance, general commercial and regulatory advice.
- Demonstrated high-level ability to provide comprehensive legal analysis and advice on complex legal concepts to non-legal clients and stakeholders.
- Demonstrated high-level ability to develop and maintain effective stakeholder relationships.
- High-level legal and analytical skills and experience in reviewing, drafting, and negotiating a wide range of commercial contracts.
- High-level ability to resolve issues independently, propose solutions by using initiative and work as part of a team.
- Demonstrated high level ability to source, brief and manage costs associated with the engagement of external legal service providers.
- High degree of initiative and judgement in interpreting contractual documentation and legal principles and policies and procedures.
- Demonstrated experience in mentoring or supervising more junior staff.
- Demonstrated experience delivering presentations and legal training to internal and external stakeholders.
- Experience working in a large or complex organisation (desirable).