



LEGAL & COMPLIANCE ADVISOR

Sustainable Timber Tasmania (STT) is a Government Business Enterprise with responsibilities for managing approximately 800,000 hectares of Tasmanian public production forest. STT undertakes forestry operations on this land and sells forest products. STT's purpose is to be a customer-focused and financially viable forest products and services provider, sustainably managing Permanent Timber Production Zone land for multiple-use as a community asset.

ORGANISATIONAL CONTEXT

Division:	Company Secretarial & Legal	Group:	Company Secretarial & Legal
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POSITION PURPOSE

The Legal Advisor will provide support to the Company Secretary and General Counsel in providing practical legal advice and support to all areas of Sustainable Timber Tasmania including property, commercial, operations and compliance.

POSITION DETAILS

Position No.	Reports To	Direct Reports	Location
	Company Secretary & General Counsel	Nil	Hobart

Industrial Instrument	Sustainable Timber Tasmania Enterprise Agreement 2018
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Broadband Classification	C
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Working relationships	Maintains collaborative working relationships with contractors, employees and relevant key stakeholders.
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POSITION ACCOUNTABILITIES

Duties and responsibilities include, but are not limited to the following:

- Assisting the Company Secretary and General Counsel and key stakeholders in briefing and managing the outsourced specialist legal advisors.
- Drafting, preparing, negotiating, reviewing and settling legal agreements, particularly transport and harvesting contracts, property leases and licenses.
- Providing and drafting legal advice as required according to business operational demands.
- Providing efficient legal service with accurate and timely research and advice.
- Monitoring changes to the legislative and common law framework and preparing advisory notes to General Counsel for reporting to Management and Board.
- Preparing and monitoring compliance reports for Management and Board.

QUALIFICATIONS, SKILLS, ABILITIES AND EXPERIENCE

- Degree in Law or relevant alternative qualification.
- At least 2 years legal experience (strong background in property law including leases, licenses, conveyancing, contract drafting and review, strong understanding of Tasmanian and other relevant legislation).
- Experienced in technical legal drafting.
- Excellent attention to written detail.
- Excellent organisational skills.
- Demonstrated ability to plan work and meet deadlines.
- Demonstrated ability to provide diligent and thorough legal research.
- Strong written and oral communication skills.
- Strong team orientation and good interpersonal skills.
- Understanding of working with Government organisations.

COMPETENCIES	
Leading and Deciding	Takes control and exercises leadership. Initiates actions, gives direction and takes responsibility.
Interacting and Presenting	Communicates and networks effectively. Successfully persuades and influence others. Relates to others in a confident and relaxed manner.
Analysing and Interpreting	Shows evidence of clear analytical thinking. Gets to the heart of complex problems and issues. Applies own expertise effectively. Quickly learns new technology. Communicates well in writing.
Creating and Conceptualising	Open to new ideas and experiences. Seeks out learning opportunities. Handles situations and problems with innovation and creativity. Thinks broadly and strategically. Supports and drives organisational change.
Organising and Executing	Plans ahead and works in a systematic and organised way. Follows directions and procedures. Focuses on customer satisfaction and delivers a quality service or product to the agreed standards.
Adapting and Coping	Adapts and responds well to change. Manages pressure effectively and copes well with setbacks.
Enterprising and Performing	Focuses on results and achieving personal work objectives. Works best when work is related closely to results and the impact of personal efforts is obvious. Shows an understanding of business commerce and finance. Seeks opportunities for self-development and career advancement.
Organisational Values	Demonstrated commitment to the promotion of the organisational values and ensures all tasks are completed safely and consistently with the values.
SPECIAL CONSIDERATIONS	
<ul style="list-style-type: none"> ▪ Participate in fire activities as required and where required pass the annual fire fighter health risk evaluation comprising both the medical assessment and the fitness test ▪ Hold a current manual driver's licence ▪ Required to participate in the Performance Development process ▪ Required to achieve and maintain the required skills, certificates and accreditation to perform the requirements of the role ▪ Must comply and adhere to the organisations policies and procedures, including the Code of Conduct ▪ Out of hours work maybe required and all staff are to be available for rostered fire duties on weekends, public holidays and outside normal work hours ▪ Must adhere to duty of care responsibilities to yourself and others under health and safety legislation 	