

Legal Counsel

Position Description

Group	Office of the CEO	Department	Legal Services
Reports To	Senior Legal Counsel	Direct Reports	No
Queensland Local Government Industry Award - State 2017 - Stream	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services.	City of Moreton Bay Certified Agreement 2025 EBA6 Wage Level	Schedule 1, Levels 5 to 7

Position Purpose

This position will provide sound and timely legal advice to Council across a broad range of matters in accordance with legislative and statutory requirements, supporting the achievement of Council's objectives and contributing to the protection of its interests.

Position Context

Having regard for the varying scope and complexity of work required to be performed by a Legal Counsel, this position has been approved as a broad-banded position. The intent is to allow the appointment of team members at an appropriate level based on their professional experience and the complexity of the tasks they will manage independently.

Key Responsibilities and Outcomes

As a Legal Counsel you will:

- Provide legal advice and review of documents across a wide range of disciplines, consistent with the services provided by Council.
- Draft and prepare legal documents with accuracy and attention to detail, applying sound drafting skills and a thorough knowledge of relevant legislative and statutory requirements.
- Assist with research of and preparation for legal matters as required, including providing advice on and helping prepare for matters in court, tribunals and mediation, and assisting with briefing external Counsel where required.
- Identify and assess legal, commercial and reputational risks, demonstrating an understanding of Council's business objectives and escalating issues to leaders appropriately and in a timely manner.
- Build and maintain productive relationships with internal and external stakeholders to ensure quality legal outcomes are achieved.
- Assist with projects within the Legal Department and across Council as required, demonstrating an understanding of business and legal strategy and how individual pieces of work connect to organisational objectives.

- Ensure advice is provided in a timely manner, maintaining sound file hygiene and raising matters with leaders at an early stage.
- Raise opportunities for improvement in legal service delivery, adopt new tools and ways of working, and engage with change positively.
- Contribute to a positive team environment in order to achieve a high performance, continuous improvement and customer focused culture.

Our Values

Our values:
guiding how we
work and shaping
our future.



Decision Making

<i>Budget</i>	N/A
<i>Delegations</i>	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience

- Experienced professional providing legal advice and document review across a range of disciplines, with the ability to apply legal expertise within an in-house environment.
- Recognised expertise in an area of law relevant to a local government discipline.
- Comprehensive knowledge and application of legislative and statutory requirements.
- Legal drafting and research skills, with high attention to detail and accuracy, and the ability to compose bespoke legal documents.
- Demonstrated experience preparing and presenting submissions before courts and/or tribunals, including instructing and coordinating Counsel and external expert witnesses.
- Strong people and relationship management skills, with the ability to work effectively in a team environment and communicate and engage at all levels of the organisation.

Qualifications

- Bachelor of Laws (LLB) or Juris Doctor (JD).
- Admitted as a Solicitor of the Supreme Court of Queensland, with a current unrestricted Australian Legal Practising Certificate.
- Current C Class Driver's Licence.

Success Profile

Level 5 – To perform at this level the team member will bring:

- Sound foundational legal knowledge with the ability to provide advice across a range of matters with guidance from senior lawyers.
- Developing drafting skills and an emerging ability to identify risk, with a clear understanding of when and how to escalate matters.
- A growth mindset and genuine openness to feedback, professional development and taking on increasing responsibility over time.

Level 6 – To perform at this level the team member will bring:

- Demonstrated ability to manage moderately complex legal matters with increasing independence and sound professional judgement.
- Recognised expertise in at least one area of law relevant to local government, with the confidence to provide advice in that area with limited guidance.
- An established ability to participate in proceedings before courts, tribunals and mediations, and to coordinate external Counsel effectively.
- A developing commercial awareness and an emerging ability to align legal advice with Council's business objectives and strategic priorities.

Level 7 – To perform at this level the team member will bring:

- Proven ability to advise on moderately complex and sensitive legal matters with a high degree of independence, anticipating issues and providing forward-looking guidance.
- Demonstrated experience conducting and representing Council in proceedings, and managing external Counsel and expert witnesses with confidence.
- The ability to evaluate risk, balance legal compliance with business objectives, and make sound decisions in ambiguous or high-pressure situations.
- Well-established relationships across a broad stakeholder base including Councillors, regulators and government agencies, with the ability to influence and negotiate outcomes effectively.
- A well-developed commercial awareness and an ability to align legal advice with Council's business objectives and strategic priorities.
- Demonstrated capacity to support legal administration functions, including providing guidance to legal support staff and contributing to special projects and initiatives to enhance team efficiency and service delivery.

Remuneration and Progression

Positions will be established with a range of Level 5 to Level 7, and team members will be appointed based on their demonstrated skills and experience commensurate with this framework. Progression between Levels 5, 6 and 7 will not be automatic. Reviews will be scheduled with each team member annually. Progression will be assessed on an individual basis with justification provided to the Chief Legal Counsel for their consideration utilising the Legal Counsel Broad Banding Review Form, referencing the criteria outlined at each Level under this framework.