



## POSITION DESCRIPTION

POSITION TITLE:	Legal Counsel
REPORTS TO:	Executive Director – Sandhurst Diocese
EMPLOYMENT STATUS:	Full-time (37.5 hours per week)
LOCATION:	Bendigo, Victoria

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### Primary Objectives

Legal Counsel will support the Executive Director with legal matters within the Chancery, in respect to parishes across the Diocese and in regard to related Diocesan entities.

### Organisational Environment

The mission of the Diocese is to proclaim the Reign of God and continue the mission of Jesus, under the direction and inspiration of the Holy Spirit. The values of peace, forgiveness, justice, love, and healing which Christ lived and modelled in his own ministry, are the same values of the Diocesan community. The Diocese contributes to the life and mission of the Catholic community in Australia.

The Diocese is a child safe and equal employment opportunity employer. It has a zero-tolerance of any abuse to children, young people, or adults at risk; it encourages applications from Aboriginal and Torres Strait Islander peoples and people from culturally and/or linguistically diverse backgrounds.

The Chancery as the administrative arm of the Diocese is responsible for the support of the Bishop of Sandhurst, as well as the provision of Mission and Pastoral Initiatives, Finance and Administration support. Within this structure Legal Counsel will provide assistance and advice to all facets of the Diocese.

### Safety of Children, Young People, and Adults at Risk

- Ensure compliance with the Catholic Diocese of Sandhurst commitment to best practice in the care and safety of children, young people, and adults at risk.
- Every person involved in the Catholic Church has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children, young people, and adults at risk is at the forefront of all they do and every decision they make.
- Understand the process for reporting allegations or concerns of possible abuse.

### Risk and Occupational Health and Safety

- Observe safe work practices in accordance with training and instruction given and report any risk to your immediate supervisor. Risks arising in the workplace may be financial, site, task, or person specific or related to safety.
- Promote and implement occupational health and safety and risk mitigation processes within your workgroup.
- Comply with Diocesan occupational health and safety practices.
- Identify, report and where appropriate, action risks/hazards to eliminate or mitigate the risk recurring.
- Participate in the consultative processes provided by the organisation.



## Key Contacts

Internal:

- ◆ Bishop of Sandhurst
- ◆ Executive Director
- ◆ Related Legal entities
- ◆ Chief Finance Officer
- ◆ Projects Officer
- ◆ Human Resources Partner
- ◆ Director of Mission and Pastoral
- ◆ Chancery and Parish personnel.
- ◆ Clergy

External:

- ◆ External Law firms
- ◆ Other Diocesan Legal staff

## Decision Making

Legal Counsel will refer all decisions to the Bishop, Executive Director, Parish Priest or Chief Executive Officer of any Catholic entity which counsel undertakes legal work on behalf of.

Legal Counsel will be challenged to:

- Ensure legal matters are accomplished in an effective and efficient manner that minimises any adverse impact on the Catholic Church.
- Obtain clear advice from external law firms in specific legal areas
- Develop trusted relationships with parish leadership.
- Formulate cost effective, clear and accurate plans
- Undertake a variety of ad hoc legal tasks, in a timely manner, whilst ensuring the delivery of scheduled maintenance routines as programmed.
- To deliver a high standard of work

## Knowledge, Skills and Experience

- ◆ Admission as a legal practitioner of the Supreme Court of Victoria with a current practising certificate.
- ◆ Minimum 3 years' post-qualification experience.
- ◆ Experience providing legal advice across a range of practice areas
- ◆ Strong judgement, analytical capability, communication and stakeholder engagement skills.
- ◆ Demonstrated ability to handle sensitive matters with discretion, empathy and professionalism.
- ◆ A willingness to work within the Catholic ethos.
- ◆ A willingness to understand the Catholic Church in Australia, Canon Law and the story of the Sandhurst Diocese.
- ◆ Ability to prioritise work and meet deadlines.
- ◆ Excellent interpersonal skills with the ability to communicate effectively with those requiring assistance.
- ◆ Ability to exercise discretion and confidentiality in undertaking required tasks.
- ◆ Self-motivated, hard working with excellent teamwork.



THE CATHOLIC DIOCESE OF SANDHURST

## Criminal Screening and Working Rights

The successful candidate **MUST** provide:

1. a current legal **practice certificate**,
2. a current **drivers licence**,
3. a current **Police Record Check** (or ability to obtain)
4. a **Working with Children Check** (or ability to obtain) and
5. hold **valid Australian working rights**.