

GREENPEACE Australia Pacific

JOB DESCRIPTION

Role:	Legal and Governance Officer
Department:	Organisation Support
Grade:	5
Responsible to:	Chief Operating Officer
Direct Reports:	Nil Direct Reports - <i>works closely with contractors, interns and volunteers</i>
Status:	Permanent, Part-time (3 days per week)

Overall purpose of the role

The Legal and Governance Officer is primarily focused on implementing and upholding good corporate governance practices in Greenpeace Australia Pacific (GPAP).

Though answerable to the Chief Operating Officer (COO), the role will support the Company Secretary through policy review and development; compliance assessment; record maintenance and lodgements; provision of information and advice; risk services and attending to procedural matters.

This role will also provide timely, accurate analysis and advice on a range of legal matters which may include seeking external advice.

The Legal and Governance Officer will assist in the negotiations and drafting of contracts and provide advice on employment law, contract law, intellectual property and corporate governance.

Organisation Environment - Greenpeace Mission

Greenpeace is an independent campaigning organisation which uses non-violent, creative confrontation to expose global environmental problems and to force the solutions which are essential to a green and peaceful future.

We ignite the shared economic, political, cultural and social power of people to win a just and healthy planet.

Main responsibilities

1. Organisational

- Coordinate the timely update of the risk register
- Review and assess contracts for commercial viability and risk and identify where external legal advice ought to be sought
- Development and periodic reviews of internal policies

- Oversee data protection compliance
- Provide advice on any matter as may be required by the COO or CEO from time to time.

2. Company secretarial

- Ensure all returns are lodged as necessary under state and federal law
- Preparation of relevant board and committee papers
- Assess and report on compliance to relevant legislation, applicable industry codes, the GPAP constitution and key internal policies
- Assist with/attend to signing of contracts and other documentation in connection with corporate matters
- Provide and/or arrange advice for board and committees, as required to optimize good corporate governance
- Assist board develop governance policy, charters and manuals
- Maintain registers and ensure requisite retention of documents and records
- Prepare report for Management team and Board of Directors identifying changes in applicable laws/regulations and their potential impact
- Oversee and or undertake procedural and administrative tasks.

3. Working relationships

- Develop and maintain influential working relationships both internally and externally
- Contribute, where appropriate, to the development of the governance and legal function across the international organisation
- Act as the point of contact externally for commercial legal affairs of the company
- Assist with the development and maintenance of pro bono relationships with external providers of legal services.

4. Other

- Work with campaign teams and where appropriate help develop legal strategies in campaign
- Assist with policy analysis
- Assist in the draft of public submissions
- Undertake due diligence testing to ascertain compliance

- Represent the organisation in public forums as required
- Perform other relevant duties as assigned by the manager.

Requirements:**Skills Requirements**

- Relevant experience in advising in relation to governance, administration or compliance is essential, with demonstrated understanding of governance for charitable organisations is desirable
- Attention to detail and a focus on producing high quality reports and documents
- Excellent communication skills and proven ability to give practical and reliable advice in a clear and timely fashion
- Effective time management skills, including prioritising your own tasks and delivering agreed actions
- Commitment to learning, developing and applying new skills in governance and corporate administration
- A team player who works closely with key stakeholders across the organisation.

Knowledge Requirements

- Knowledge and experience in corporate law, charity law and company secretarial matters
- Experience in employment law and contract law
- Knowledge of the use and limits of law as a vehicle for social change is desirable.

Qualifications

- University degree in law and current practising certificate. Additional degree/diploma in Corporate Governance is an advantage
- Minimum 3 years post-admission experience as a lawyer.

Attitude

- Identification with Greenpeace goals and belief in Greenpeace values
- Determination to win
- Accurate, pragmatic and reliable
- Stress resistance

- Discretion and confidentiality.

Specific work environment

- Based at Sydney office in Ultimo.