

<b>Position Title:</b>	Legal Counsel and Contracts Officer
<b>Location:</b>	Brisbane
<b>Reporting To:</b>	Head of Legal and Risk
<b>Level:</b>	4
<b>Abt Associates Values:</b>	<p>The incumbent must demonstrate a high level of commitment to the following values of Abt Associates:</p> <p><b>Mission-Driven.</b> We are united by our mission to improve the lives of people worldwide.</p> <p><b>Global.</b> We are a global community, bringing diverse knowledge, expertise, and perspectives to the many challenges faced by today's world.</p> <p><b>Committed to Excellence.</b> We strive to meet and exceed the highest professional standards.</p> <p><b>Collaborative.</b> We know that working collaboratively produces excellence.</p> <p><b>Accountable.</b> We take responsibility for what we do and how we do it.</p> <p><b>Balanced.</b> We sustain the energy and commitment we bring to our roles by promoting a healthy balance between our personal and professional lives.</p>
<b>Duty Statement:</b>	The <b>Legal Counsel and Contracts Officer</b> provides legal advice and supports the enterprise contracting activity of Abt Australia and its Programs and subsidiaries.
<b>Specific Duties:</b>	<p><b>Legal Counsel duties</b></p> <ul style="list-style-type: none"> <li>• Provide legal advice and support to the company and its subsidiaries as required, under the direction and supervision of the Head of Legal and Risk</li> <li>• Support the Head of Legal and Risk in governance and company secretarial matters as needed</li> </ul> <p><b>Contracts Officer duties</b></p> <ul style="list-style-type: none"> <li>• Provide technical support and undertake contracting activity in respect of complex and high value contracts, including reviewing and approving (in line with delegated authority) consulting agreements, subcontracts and grants</li> <li>• Support the Contracts Manager and Legal Counsel in the development, implementation, monitoring and continual improvement of a pragmatic framework for contracting and grants management, including in relation to devolved authority to Programs</li> </ul> <p><b>General duties</b></p> <ul style="list-style-type: none"> <li>• Support the Risk and Assurance Lead with compliance initiatives as needed</li> </ul>

	<ul style="list-style-type: none"> <li>• Support Abt Australia's business development in relation to the legal and contracting aspects of new business opportunities being pursued as needed</li> <li>• Develop and maintain trusted relationships and high customer service standards with key stakeholders</li> <li>• Other reasonable duties as required</li> </ul>
<b>Core Competencies:</b>	<ul style="list-style-type: none"> <li>• Delivers Results;</li> <li>• Builds Internal and External Customer Satisfaction and Loyalty;</li> <li>• Communicates;</li> <li>• Demonstrates Sound Financial and Business-Related Practices;</li> <li>• Builds Teams and Cooperation;</li> <li>• Promotes Technical Excellence and Quality;</li> <li>• Promotes Diversity; and</li> <li>• Acts as a Role Model</li> </ul>
<b>Key Requirements:</b>	<ul style="list-style-type: none"> <li>• Minimum 2 years' prior relevant work experience</li> <li>• Degree in law and admission to practise law in Australia</li> <li>• Current Queensland practising certificate (or ability to obtain one)</li> <li>• Experience in contracting activities in an international context</li> <li>• Knowledge of the Commonwealth Procurement Rules and Commonwealth Grants Rules</li> <li>• Exposure to international development highly regarded</li> <li>• High level written and verbal communication skills</li> <li>• High level problem solving and attention to detail skills</li> <li>• Ability to travel internationally</li> <li>• Ability to build strong stakeholder relationships</li> <li>• Demonstrated policy development, research and review skills</li> <li>• Ability to work autonomously and in a team environment</li> <li>• Ability to work concurrently on multiple complex tasks and to respond to changing priorities</li> </ul>