

## Motorsport Australia Position Description

<b>Position Title</b>	General Counsel	<b>Department</b>	Executive
<b>Reports to</b>	CEO	<b>Job Status</b>	3 days pw (0.6), Permanent

### Our Purpose

As the trusted custodian, developer, and facilitator of sustainable, safe and fair sport our aim is to advance and grow motorsport for Australian participants at all levels.

### Our Vision

More people enjoying more motorsport, in more places, more often.

### Our Values

- Respect**– We value each other, our differences, opinions and all involved in our sport.
- Excellence**– We embrace change and strive to be the best we can be.
- Accountability**– We do what we say we will do.
- Pride**– We lead by example and take pride in our sport and our organisation.

### Why the role exists

The General Counsel is responsible for providing full suite of legal services to Motorsport Australia including but not limited to the following: legislative interpretation and applicability, tendering, leases and licences, contract and workplace law, dispute resolution, member complaints, commercial transactions, risk management, brand and intellectual property rights, occupational health and safety and insurance and liability issues.

### Duties and Responsibilities

#### General Counsel

- Providing general in-house legal advice to the CEO, Executive, senior managers and staff.
- Providing high quality, timely legal advice in relation to all aspects of corporate governance, Motorsport Australia regulatory functions and commercial activities to minimise legal risk and maximise achievement of Motorsport Australia sporting and commercial organisational objectives.
- Reporting to the Board on legal matters through regular Legal Reports.
- Proactively identifying and advising senior management on legal developments affecting organisational risk and devising and assisting in implementing appropriate responsive and/or proactive strategies.
- Drafting corporate governance and policy documents to clearly enunciate and standardise Motorsport Australia's position in relation to commercial issues such as risk and liability, intellectual property protection and commercial return on investment.
- Providing advice in relation to interpretation of Motorsport Australia sporting regulations, policies, rules and motorsport judicial procedures.
- Supporting the People & Culture Manager in employment law matters and assisting with staff education and training.
- Increase knowledge and awareness of legal issues within Motorsport Australia.

- Conduct in-house education for staff on relevant matters relating to risk management (including legal risk management).
- Advising in relation to insurance policy documentation and claims management.
- Drafting routine contractual documents based on existing precedents.
- Drafting contracts, policies and other routine legal and commercial correspondence.
- Maintaining a comprehensive register of Motorsport Australia contracts and obligations.
- Drafting, registering and maintaining delegations of power from the Board to Motorsport Australia's Executives, State Councils, Commissions and Committees.
- Instructing, liaising with and managing external legal services providers in relation to the provision of advice, preparation of complex and standard form contracts and dispute resolution including litigation.
- Provide advice regarding Motorsport Australia judicial processes and internal tribunal proceedings.
- Maintain up to date knowledge of legislative changes and advise accordingly.
- Advise and assist with Coronial matters as required.

### **Company Secretary**

- Ensuring Motorsport Australia is compliant with all statutory and regulatory requirements including lodging of all reports to ASIC.
- Attend all Board meetings.

### **Direct Reports**

- Integrity Officer
- Motorsport Risk & Safety Manager

### **General**

- Other duties as assigned
- Comply with all occupational health and safety legislation and regulations

### **Relationships**

#### **Internal**

- The Board, Executive, senior managers and staff
- All Commissions, Committees and Panels
- Members – competitors and officials

#### **External**

- Federal and State Governments and Australian Sports Commission
- FIA
- State Councils
- Event organisers and promoters
- Facility owners and operators
- External legal advisors

## Performance Indicators

- The performance indicators for this position are monitored every 6 months by the CEO. The incumbent is required to demonstrate sound judgement to effectively prioritise their workload, work autonomously and to maintain a high quality in the service they provide.

## Special Considerations

- Requires occasional interstate travel.
- Involves some after-hours support.
- Requires occasional attendance at events which may occur after hours or at weekends.
- Current drivers licence required.

## Selection Criteria

### Essential

- Tertiary legal qualification and holding or being eligible to hold a current practising certificate as an Australian lawyer.
- Significant experience in Corporate/Commercial law, particularly experience with drafting contracts.
- Manage corporate compliance, contractual and legal issues in a not for profit / for purpose environment.
- Demonstrated ability to exercise high level confidentiality, judgement and discretion.
- Demonstrated adherence to a high standard of professional principles and conduct to ensure honesty, integrity and ethical decision-making in all situations whilst always maintaining a professional demeanour.
- High level strategic thinking and effective negotiator.
- Proven ability to formulate legal solutions and to minimise and avoid exposure.
- Strong financial, commercial and resource management acumen.
- Excellent stakeholder management, analytical and negotiation skills, with the ability to work with non-lawyers to achieve outcomes.
- Exceptional organisational skills and focus, including a capacity to prioritise tasks effectively and efficiently and manage time in accordance with strict deadlines, with meticulous attention to detail.
- Highly effective communication skills, written and verbal.
- Melbourne-based role

### Desirable

- Understanding of motorsport industry
- Experience with IP and employment law.
- Relevant experience within sporting, for purpose, or not for profit sector organisation.
- In-house legal experience.