

## Junior Lawyer Position Description – July 2024

<b>Title</b>	Junior Lawyer	<b>Department</b>	Legal
<b>Reports to</b>	General Counsel	<b>Job Status</b>	Permanent, FT

### Our Purpose

To lead, promote, regulate, educate, develop and grow safe, fair, enjoyable and socially responsible motorsport in Australia.

### 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 Junior Lawyer will be responsible for assisting in the provision of a 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, brand and intellectual property rights, occupational health and safety and insurance and liability issues.

### Duties and Responsibilities

#### Legal & Governance

- Provide high quality legal research and analysis to provide advice and reports within our areas of practice.
- Commercial contracts – assist with drafting, reviewing, updating and negotiation
- Provide advice on employment matters
- Assist with meeting regulatory requirements, including ASIC and Australian Sports Commission requirements
- Develop charters for committees, induction and education programs
- Assist with Company Secretarial work, including preparation of Board and Committee Papers
- Assist with management of litigation and Insurance matters

#### General Matters

- Establishing and maintaining relationships with third parties - governing bodies, external legal counsel, insurance providers
- Brand protection and crisis management assistance
- General advice on legal matters to senior leadership team
- Provide advice and protect Motorsport Australia Intellectual Property
- Participate in developing company policies on legal issues

## Special Considerations

- Involves some after-hours support
- Requires occasional attendance at events which may occur after hours or at weekends

## Selection Criteria

### Essential

- Tertiary legal qualification and holding or being eligible to hold a current practising certificate as an Australian lawyer.
- 2 years minimum experience in Corporate/Commercial law
- 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.
- 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.

### Desirable

- Experience with IP and employment law
- Experience in Company Secretarial matters
- Insurance law

## Attributes & Skills

- Working effectively with little or no supervision, minimal direction and frequent interruptions.
- Excellent, clear and tactful communication skills with all parties they interact with, orally and in writing.
- Strong interpersonal, skills, able to work effectively with stakeholders, colleagues and peers.
- Detail-oriented with critical thinking and analytical skills.
- Makes proactive and effective decisions, applying common sense to situations and knowing when to seek assistance.
- Dedicated to providing quality service to the public.
- Must be able to work in a high-paced environment.
- Strong computer literacy skills - experienced with Microsoft Office Suite and Teams.
- Collaborates effectively with the team and contributes to a positive work environment.