

# Position Description



## Legal Counsel

Wesley Governance, Legal and Risk

September 2025

Agreement

Signed—Head of Legal, Manager

Signed—Employee

Date

Date

## 1. Overview of Wesley Mission

Wesley Community Services Limited, a company limited by guarantee pursuant to the Corporations Act 2001, is a Public Benevolent Institution operating as Wesley Mission to conceive, develop and deliver services and programs to provide direct relief of poverty, sickness, suffering, distress, adversity, disability, destitution, and helplessness in New South Wales and other parts of Australia as inspired by the work of Jesus Christ in Word and deed.

Our vision is: "...doing all the good we can because every life matters".

Out of Christian love and compassion we are driven by Soft Hearts: Open Hands: Sharp Minds (and) Hard Feet.

Our strategic plan is based on four key directions, namely:

Deepening our Word & deed

Claiming our prophetic voice

Extending our impact

Strengthening our vision.

The range of community services we provide is amongst the most diverse of any Australian organisation. We are one of the largest community services organisations operating in NSW and the ACT, our work extending to other states and territories through our work in suicide prevention.

## 2. Overview and purpose of Governance, Legal & Risk

The Wesley Governance, Legal and Risk team exists to enable the organisation to operate lawfully, to mitigate risk and to meet its strategic objectives.

It achieves its purpose by:

- Providing direction and oversight in relation to legal and regulatory matters.
- Leading the organisation's quality, risk and compliance functions and provide leadership.
- Providing support in relation to the organisation's risk management and governance functions.

Services include:

- Risk mitigation and compliance management including governance assurance, designing governance frameworks, delegations and policies, and managing insurance.
- Board and corporate governance support.
- Drafting, negotiation and arranging execution of contracts including Government tenders, funding agreements, procurement, commercial contracts and property agreements.
- Providing legal support for strategic projects, including risk and compliance projects and property development projects.
- Advising on compliance with legislation including the implementation of Aged Care Act 2024 reform.
- Managing claims, litigation and information requests including subpoenas
- Providing training to operational and executive management in legal and legislative requirements affecting Wesley Mission's work.
- Monitoring and advising the business of legislative and regulatory changes affecting Wesley Mission.

Its work is inspired by the organisation's vision, guided by its mission, informed by its strategy and underpinned by its values.

### 3. Purpose of role

The purpose of the role is to provide a range of legal services within the internal legal function.

### 4. Relationships

Reports to: Head of Legal

Key relationships: Group Executive Directors  
Executive Managers  
Senior Operational Managers  
Government agencies and funding bodies  
Uniting Church committees and legal and risk personnel

Industrial instrument: Non-Award Salary

### 5. Major role responsibilities

Provide legal advice and assistance to internal clients, including by drafting and negotiating significant customer and supplier contracts and managing the contract development, review and execution process in accordance with policies and procedures.

Review and identify key risks in tender and contract documents and manage these risks accordingly.

Provide legal support for organisational projects, including risk and compliance projects and property development projects.

Support effective organisational governance.

Support the management of Wesley Mission's insurance portfolio and liaise with relevant insurance providers as required.

Review and advise on requests for information including subpoenas by external parties.

Work closely with internal and external stakeholders on property matters and projects and IT projects.

Actively support the organisation's intellectual property portfolio.

Provide advice on aged care (including the *Aged Care Act 2024* and *Aged Care Rules 2025*), retirement villages and community housing.

Collaborate with the business, external stakeholders and external advisers to resolve claims and disputes, including sexual molestation cases. In consultation with the Head of Legal, select and retain external counsel as required to obtain legal opinions or handle claims and litigation and establish policies governing engaging external counsel.

Provide advice and any other legal work as required by the Executive Director, Governance Legal and Risk and/or the Head of Legal.

Demonstrate an understanding the key interests of stakeholders (including funding bodies, policy makers, peak bodies, competitors, partners, consumers) and take these into account in providing legal services.

Report as required to management, the Board and other external stakeholders.

Monitor and advise the business of legislative and regulatory changes affecting Wesley Mission and support the organisation in implementing those changes.

Provide training to operational and executive management in legal and legislative requirements affecting Wesley Mission's work.

Ensure the reputation and integrity of Wesley Mission is maintained at all times.

Undertake professional development activities to improve legal knowledge.

Perform other duties necessary to the proper performance of the role.

Undertake any other activities as directed to support the delivery of the Wesley Governance, Legal & Risk Business Plan and Wesley Mission Strategic Plan, as requested by your manager.

Mitigate risks within acceptable risk parameters.

Respond in a timely and effective manner to requests for legal assistance.

Effective and timely reporting to management.

Demonstrated capacity to network and engage with stakeholders, as measured by stakeholder feedback.

Effectively maintain and manage a large and varied case load with competing priorities.

## **6. Professional responsibilities**

Support and work in a way that is consistent with the organisation's mission of continuing the work of Jesus Christ in Word and deed.

Ensure your own health and safety and the health and safety of others by behaving safely at all times in relation to work. Report hazards and incidents to your supervisor and in accordance with the organisation's Work Health & Safety Management Framework Manual, related safety policies and procedures and site/service procedures. This includes taking part in safety consultations and safety investigations within your service to help resolve them in a timely manner.

Comply with mandatory requirements for the role including completing all mandatory training required by the organisation.

Comply and cooperate in good faith with all legislative, regulatory, policy and procedure requirements pertaining to your work.

Act in good faith in the organisation's best interests, exercise due care and skill in your work, follow reasonable directions, maintain honesty and integrity and the trust and confidence of the organisation, and a positive reputation of the organisation.

Attend functions, meetings, seminars, training courses and events as required by your supervisor.

Take responsibility for personal career development and training.

Participate at least annually in the Contribution and Development Plan process for your role for recognition, compliance and development.

Participate in the review and maintenance of industry specific and internal audit processes, as per Wesley Mission's standard policy and procedures.

Participate in Wesley Mission's Orientation program, so as to gain an understanding of, and promote, the application of the EEO, Affirmative Action, Privacy Act, Work Health & Safety Act and other relevant legislation.

Ensure all Human Resource (HR) policies and procedures are understood and adhered to, and seek consultation with the HR department as required.

Administer Wesley Mission's philosophy of care and other relevant policy documents as appropriate.

Demonstrate responsible stewardship of all resources, and willingness to report impropriety in keeping with the values of Wesley Mission

Ensure the reputation and integrity of Wesley Mission is maintained at all times.

Maintain privacy and confidentiality.

Ensure contracts are developed and executed effectively.

Facilitate supportive and effective working relationships across the Legal and Risk team and with other Wesley Mission and external legal colleagues.

## **7. Performance Measures**

Performance expectations will be set during probation. Thereafter performance measures will be agreed as part of your personal Contribution and Development Plan.

## **8. Selection criteria**

To be successful in this position, you must possess the following:

### **Demonstrated behaviours**

Conduct consistent with the organisation's Code of Conduct and:

- Work in accordance with the organisation's Vision, Mission and Values.
- Value people through kindness, respect, care and support.
- Foster trust through honesty, integrity, reliability and fairness.
- Demonstrate personal accountability including in your conduct, compliance, commitment, performance and quality of the service you provide.
- Contribute to a positive and highly engaged work environment through a positive manner and being a good colleague, collaborator and team player.
- Customer service orientation to effectively meet the needs of internal customers while ensuring Wesley Mission business needs are met.
- Strong interpersonal, influencing and negotiation skills to gain the acceptance of ideas, cooperation with others, and the ability to modify styles and techniques to accommodate tasks, situations and individuals.
- Demonstrate confidence as a professional with strong initiative and business acumen who displays emotional maturity and resilience.
- Relationship building skills to take appropriate action to develop strong and collaborative relationships with internal and external stakeholders.
- Strong conceptual, analytical and problem-solving skills to enable identification of issues and the judgement to determine appropriate courses of action.

### **Essential skills/knowledge**

- Post-admission legal experience of not less than 5 years.

- Broad commercial law background, ideally with experience in advising on commercial contracts, tendering and procurement.
- Capacity to recognise and manage legal risk.
- Strong interpersonal, influencing and negotiation skills to gain the acceptance of ideas, cooperation with others, and the ability to modify styles and techniques to accommodate tasks, situations and individuals.
- Relevant experience working in an in-house legal function or similar.

#### **Desirable skills/knowledge**

- Experience in a not for profit or community service organisation.
- Experience in organisational governance.
- Experience in managing claims and litigation.
- Experience in procurement and legal project management including review and implementation of changes to legal practice management systems.
- Experience in the aged care sector including knowledge of the Aged Care Act 2024 and retirement village legislation.
- Experience in using AI in the delivery of legal services including Microsoft Co-pilot.

#### **Training and qualifications**

- Admitted as a solicitor to practice in NSW.

#### **Agreement**

In signing page one, I confirm I have read, understand and agree to work in accordance with this position description. I also understand that this position description is not exhaustive and agree to comply with all reasonable requirements of me in addition to those specified in the position description.