

# Advisor Governance & Legal

## Position Description

**Date: Monday, 14 October 2024**

### The organisation

As Australia's only national bird conservation charity, we are on a mission to put birds and nature on the path to recovery within a decade, leading and facilitating action that halts biodiversity loss and restores ecosystems. We can only achieve this with the help and support afforded to us by our diverse stakeholders including supporters, campaigners, donors, members and like-minded conservation organisations.

BirdLife Australia takes a science and evidence-based approach to bird conservation. Where strong conservation plans are in place and well-resourced the evidence tells us that threatened species can be brought back from the brink of extinction. With a 100-plus year history and Australia's strongest and longest-lived collection of data and surveys, BirdLife Australia brings a wealth of observation and experience to the protection of native birds.

BirdLife Australia is a diverse organisation with more than 350,000 supporters, donors, volunteers, campaigners and members, over 130 staff across Australia, and a network of more than 40 voluntary community groups.

BirdLife Australia is truly local to global, with a network of more than 40 voluntary community groups on the ground in Australia, and is the Australian member of the BirdLife International partnership, the world's largest partnership for conservation.

Our growing network of people generously give their time, expertise, voice and financial support, standing together with us to help protect Australia's unique birdlife.

A significant part of BirdLife Australia's work is done by volunteers acting either alone, in organised groups or serving on Committees. It is important that all staff understand and appreciate the contribution made by volunteers, and are also mindful of their varying skills, interests and motivations.

BirdLife Australia acknowledges the important role First Nations People throughout Australia have played, and continue to play, caring for Country. We acknowledge their continuing connection to land, sea and community and pay respect to Traditional Owners and their cultures, and to their Elders both past and present. BirdLife Australia endeavours to facilitate the further engagement of Indigenous Australians in the research and conservation of our native birds.

### The role

The Advisor - Governance and Legal will provide expert advice on governance and legal matters to support BirdLife Australia's operations and strategic initiatives. This role is responsible for ensuring compliance with legal and regulatory requirements, supporting the Board and senior management in governance practices, and managing legal risks.

### Position title

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Advisor Governance and Legal

### Position objective

Provide expert advice on governance and legal matters to support BirdLife Australia's operations and strategic initiatives.

### Status

This is a part-time position (0.4FTE), offered on a max term contract.

### Reporting

This role reports to the Senior Manager Business Planning.

### Staff reporting

None

### Remuneration / Job Level

Salary at a Level 4 (based on published Level / Grade Remuneration Scales)

### Location

This is a hybrid position based at BirdLife Australia's National Office Carlton and a home office location.

### Key relationships

**Internal:** Executive Director Strategy and Governance, Executive Leadership Team, Conservation and Science Managers, Finance, Participation and Engagement teams.

**External:** Legal advisors, government agencies, partners, and stakeholders.

### Travel requirements

Some travel within Australia will be required.

### Duties

#### **Governance:**

- Provide advice and support on governance practices to the Board and senior management.
- Ensure compliance with legal and regulatory requirements, including the Australian Charities and Not-for-profits Commission (ACNC) and Corporations Act.
- Develop and implement governance policies and procedures.
- Monitor and report on governance practices and provide recommendations for improvements.

#### **Legal Compliance:**

- Provide advice on a range of legal issues, including contracts, employment law, intellectual property, and regulatory compliance.

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- Maintain all appropriate compliance and governance registers (WWCC, Firearms, Test and Tag etc)
- Coordinate action to ensure any non-compliance or breaches of procedures and observations are investigated, resolved, corrective actions taken, and learning's identified and communicated.
- Draft, review, and negotiate contracts and agreements.
- Coordinate action to mitigate legal risks and ensure BirdLife Australia's activities comply with relevant laws and regulations.
- Liaise with external legal advisors and manage legal disputes.
- Maintain and update all BirdLife policy documents and procedures as part of compliance and governance.

### **Risk Management:**

- Coordinate the development and review all risk management frameworks, processes, procedures and documentation.
- Identify and assess legal and governance risks and develop mitigation strategies.
- Monitor and maintain all appropriate risk management documents (Risk Register, Safety Risk Assessments and associated risk mitigation documents etc)
- Liaise with the Manager People and Safety to maintain records and report workplace injury statistics to safety committee as part of risk and compliance.

### **Policy Development:**

- Coordinate the development and review organisational policies to ensure compliance with legal and regulatory requirements.
- Provide training and support to staff on governance and legal matters.

### **Stakeholder Engagement:**

- Engage with internal and external stakeholders to ensure alignment with governance and legal requirements.
- Support communication and change management initiatives related to governance and legal matters.

### **Team Leadership:**

- Lead, support, and mentor the Legal Assistant and other relevant staff.
- Promote continuous improvement and create a positive work environment.

### **Budget Management:**

- Develop and manage the governance and legal budget, ensuring cost-effective use of resources.
- Report on budget performance and provide recommendations for improvements.

### **Selection Criteria**

#### **Essential**

- Strong knowledge of governance practices and legal requirements in the non-profit sector.
- Demonstrated experience in providing legal advice and managing legal risks.

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- High competence in drafting, reviewing, and negotiating contracts and agreements.
- Ability to work collaboratively to achieve shared goals consistent with BirdLife Australia’s values.
- Demonstrated influence and negotiation skills.
- Excellent communication (written and verbal) and interpersonal skills.
- High level of computer literacy, including experience with governance and legal tools.

### Desirable

- Experience in the conservation or environmental sector.
- Experience in risk management and policy development.
- Relevant degree in law with at least five years of relevant experience.
- Admission to practice as a lawyer in Australia.

### Workstyle, attributes, and attitudes

- Professional and accountability in all work.
- Strategic thinking and leadership.
- Collaborative, with the flexibility to manage by influence.
- Positive response to feedback and willingness to accommodate change.
- Ability to work independently with high responsibility for work plan delivery.
- Willingness to work flexible hours as required

### Living our Values

- Promote and role model appropriate behaviours that support BirdLife Australia’s culture and values
- Actively demonstrate organisational values

<b>Passion</b>	<b>Excellence</b>	<b>Leadership</b>	<b>Collaboration</b>	<b>Integrity</b>	<b>Impact</b>
We bring people together around a love of nature	Science and knowledge is at the centre of everything we do	We empower and inspire people to lead with courage and purpose	We embrace diversity and work in partnership with mutual respect	Our success is based on experience, honesty, trust and fairness	We think globally, lead nationally and act locally

### OH&S statement

Employees and potential employees should be aware that the requirements of the position include, but are not limited to:

- Limited attendance at evening or weekend meetings
- Possible driving for extended periods and interstate travel
- Long periods of sedentary desk and computer duties and telephone use
- Possible lifting and moving of heavy equipment and objects
- Overnight and weekend work in the field and at conferences