Position Detail

Position Title: Paralegal – Contracts and Procurement  
Position Reports to: Legal Manager

Business Unit: Business and Organisational Performance (BOP)  
Sub-unit: Legal

Number of Direct reports: 0  
Number of Indirect reports: 0

Position Purpose

This position is responsible for preparing contracts on behalf of Dairy Australia, as well as providing ongoing support to the Legal Manager in the provision of legal services to the organisation. This role is responsible for contracts primarily under $25,000.

Main Accountabilities

Contract Preparation

- Prepares and edits contracts, contract acceptance forms that are attached to acceptable vendor contracts, and amendments from established formats and ensures approval from the Legal Manager
- Ensure the most appropriate standard contract for relevant proposals are used and ascertains the proper signature authority
- Identify risks and key issues for legal review, whilst also providing appropriate advice for stakeholders in the business (including in contract negotiations)
- Prepares reports of contracting activities as needed
- Conduct basic negotiations for contracts with a value of less than $25,000
- Authority to sign off on standard contracts, with a value of less than $25,000
- Preparation of Contract Approval Requests
- Provide support to the Legal Manager on complex legal issues as required i.e. non-standard contract negotiations
- Establishes and maintains contracts database and template forms for all company agreements
- Monitors contracting process to ensure timely delivery and execution of agreements

Intellectual Property

- Assists with the drafting of template contracts including intellectual property directed and confidentiality agreements, master services agreements, consulting agreements and clinical trial agreements
- Maintain the organisation’s intellectual property register, i.e. organise renewals
- Provide regular reports and updates to the Legal Manager

Stakeholder Relationship and Business Partnering

- Develop and maintain relationships with key internal and external stakeholders and influence where required
- Develop and maintain relationships with RDPs and other external bodies
• Add value back into the business through developing trusting relationships, and providing general legal advice to suit the needs of Dairy Australia

Specific Position Requirements

Experience/Knowledge/Abilities

Experience

• Graduate of Australian law degree; or final year law student of Australian law degree; or Diploma of Legal Studies combined with prior paralegal experience; or completion of law degree from common law jurisdiction, combined with admission to practice and prior legal experience
• Excellent attention to detail, communication, writing and technical legal skills
• Enthusiastic and resilient with the ability to manage time effectively and prioritise
• A high level of interpersonal skills with confidence to deal with all levels of staff
• A proven team player but capable to work independently
• Sound understanding of contract law and consumer law
• Able to review contracts and summarise key terms proficiently

Key Working Relationships

<table>
<thead>
<tr>
<th>Internal</th>
<th>External</th>
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<tbody>
<tr>
<td>• Legal Manager</td>
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<tr>
<td>• Project Managers and Project Owners</td>
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<td>• All other employees requiring contractual support and advice</td>
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<tr>
<td>• Vendors</td>
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<tr>
<td>• External Stakeholders</td>
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Role Challenges

• Managing a high volume of activity within the timeframes required
### Behavioural Competencies

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
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<tbody>
<tr>
<td>Planning and Organisation</td>
<td>Superior organisation skills and dedication to completing duties in a timely manner, utilising time management and prioritisation skills.</td>
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<tr>
<td>Accountability within Judgment &amp; Decision Making</td>
<td>Takes personal responsibility for conduct and the quality and timeliness of work. Makes timely, informed decisions using judgment and taking into account the facts, goals, constraints and risks.</td>
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<tr>
<td>Written and Verbal Communication</td>
<td>Ability to convey information verbally and in writing to foster, encourage and facilitate open communication.</td>
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<tr>
<td>Collaboration/Team Work</td>
<td>Shows initiative and encourages cooperation and collaboration. Works cooperatively with others to achieve set goals. Exhibits confidence in self and others. Inspires and motivates others to perform well. Effectively influences actions and opinions of others and inspires respect and trust.</td>
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<tr>
<td>Client Service/Commitment to the team and the organisation</td>
<td>Ability to meet/exceed client service needs and expectations and provide excellent service in a direct or indirect manner. Being the go to person when the Legal Manager is not available, ensuring there is always legal coverage.</td>
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<tr>
<td>Resilience and Interpersonal skills</td>
<td>Is composed, calm, and confident and focuses on solving conflict, not blaming. Maintains confidentiality. Listens to others without interrupting. Keeps emotions under control. Remains open to others’ ideas and tries new things.</td>
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### Flexible Working Opportunities available for this role:

- [x] Remote Working
- [x] Early start/early finish
- [x] Part-time
- [x] Job-share

*(this assessment is based on factors such as the type of activities the role performed, systems required to be used to perform the role etc. Discussions with manager are required to validate before flex working commences)*