



JOB PROFILE FORM

1. JOB DETAILS

WAP (Admin ONLY):

Position Title: General Counsel

Team:

Division:

Group: Finance and Corporate Services

Reports to (Name / Title): CFO

Number of Direct Reports: 2

Budget Mgt Accountability (Opex & Capex Amounts):

2. WHAT DOES THIS JOB DO?

Job Purpose:

The General Counsel will serve as the principle Legal Advisor to Yarra Valley Water.

The role of the General Counsel is to ensure Yarra Valley Water understands and performs its functions, powers and duties in accordance within the Water Act 1989 and other legal obligations and to help it achieve operational and strategic objectives.

The role is responsible for overseeing all complex legal matters, providing strategic legal guidance to the Executive leadership team and the Board of Directors, managing a panel of external legal service providers and performing a clearing house role for the organisation and panel providers for obtaining specialist legal advice when this is required, and managing Freedom of Information, Privacy and Whistleblower functions. .

The role reports to the Chief Financial Officer and works in an integrated way with the Risk Management Function of the business and the Corporate Secretary, including having a direct line of contact to the Managing Director and Board of Directors in the performance of their duties.

This role also oversees a small property team whose primary focus is strategic land acquisitions and disposals.

The role requires a strong commercial and operational focus to support the critical assessment and distillation of complex legal issues into clear, pragmatic solutions-focused advice.

Responsibilities (20 dot points or less):



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Legal Advisory

- Provide accurate and timely legal advice to the Managing Director, the Executive team, and Board of Directors on a wide range of legal issues including corporate governance, commercial contracts, employment law, regulatory compliance and public entity obligations
- Advise on legal risks associated with YVW's operations and propose risk mitigation strategies to ensure compliant delivery of core service and 2030 strategic objectives
- Oversee all major transactions including those relating to property, such as strategic land acquisitions and disposals and lead a small team of property managers
- Provide legal advice and guidance to support YVW's Price Submission (regulated) strategic projects including digital metering, unregulated projects and capital works program
- Works collaboratively across the water sector on any legal matters which impact the water sector and provide advice which considers whole of industry, government and the YVW Board.

Regulation, Governance and Compliance

- Support YVW to be compliant with all relevant laws, regulations and government policies
- In partnership with the Corporate Secretary, oversee the corporate governance framework, ensuring adherence to statutory and regulatory requirements
- Develop, implement, and monitor internal policies to promote legal and ethical compliance
- Lead or in partnership with the relevant Divisional Manager subject matter expert provide advice in relation to regulatory investigations or enquires e.g., in response to notices issued by the Essential Services Commission, Department of Health, the Environment Protection Authority, the Office of the Victorian Information Commissioner. and Worksafe
- In partnership with the Corporate Secretary review and update YVW's Board governance policies, including the Charters of the Board and Committees and the Instrument of delegations to maintain legislative requirements and best practice.
- Oversee the management of all privacy, freedom of information requests and whistleblower functions to ensure all requests, applications, complaints and disclosures are actioned in a timely manner and in accordance with legislative requirements.
- Embeds a legal and compliance framework across YVW that ensures we enable statutory and regulatory requirements to be understood and met, , minimise legal liability and compliance risk, and balance practical, pragmatic, streamlined, prudent and efficient outcomes.

Contract Management

- Review, draft and where required negotiate a wide range of contracts and agreements on behalf of YVW including those related to procurement, property, partnerships and service delivery, most likely working on standard form templates with the procurement team and then reviewing variations/deviations or novel contracts.

Litigation and Dispute Resolution



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- Oversee all litigation against or commenced by Yarra Valley Water, including public liability claims, working closely with the Divisional Manager Risk and Internal Audit, Business Groups, external legal advisors and insurers to effectively manage risks and exposure as required.
- Act as a clearing house for business requests for specialist legal advice and support the business to develop legal briefs for legal outsourced matters as required
- Liaise with external legal counsel when necessary and oversee their performance, timeliness, quality of advice and cost effectiveness
- Manage the relationship with the Victorian Government panel law firms and associated legal budget and corporate spend with other expert advisors.

Stakeholder Management

- Where required and in partnership with relevant Executive, liaise with government agencies, regulators and other key stakeholders on legal and regulatory matters
- Represent YVW in legal matters before courts, tribunals and other adjunctive bodies, as required.

Risk Management

- Identify potential legal risks and with relevant business groups, develop proactive and pragmatic strategies to mitigate these risks whilst ensuring we can continue to deliver on our core and strategic objectives
- Participate in YVW's risk management processes and contribute to the development of risk management frameworks.

Policy Development and Legal Interpretation

- Draft, review and interpret policies, procedures and guidelines relevant to YVW's operations
- Provide training and guidance to staff on legal and compliance matters

Board Support

- Provide legal support and advice to the Board of Directors including preparation of legal reports and presentations
- Attend Board meetings where required and ensure the Board is informed of any significant legal matters

Conflicts of Interest

- Manage conflicts of interest reported by Directors, Executive Members and employees in the performance of their roles. This includes overseeing the conflict of interests register.

Other key accountabilities include;

- Privacy Officer, with overall responsibility for YVW's compliance with privacy legislation
- Public Interest Disclosure Coordinator - oversee investigations into allegations of improper conduct or corruption, where internal investigations are required, referring to appropriate Risk, Internal Audit or HR



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for review and investigation and reporting to the Independent Broad-based Anti-Corruption Commission where required

- Freedom of Information Officer responsible for responding and releasing information to the public
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3. WHAT ATTRIBUTES ARE REQUIRED TO UNDERTAKE THIS JOB?

3A. WHAT KEY SKILLS OR EXPERIENCES ARE REQUIRED TO COMPLETE THIS JOB?

| Skill/ Experience | Level of Skill/ Experience i.e., Basic / intermediate/ Advanced | Years of Experience (optional) |
|---|--|-----------------------------------|
| Post qualification experience in legal practice with significant experience in senior legal inhouse role | Advanced | 10+ |
| Highly developed Written, verbal influencing and presentation skills with ability to be persuasive | Advanced | |
| Demonstrated experience in managing a legal department and providing strategic advice to senior executives and boards | Advanced | |
| Substantial experience working with Boards and Senior leaders | Advanced | |
| A strong customer outcome focus in enabling strategic objectives | Advanced | |
| Ability to Build and maintain effective and constructive relationships across the business and with external stakeholders | Advanced | |
| Experience in supporting a commercially oriented Board of Directors | Intermediate to Advanced | |
| Knowledge of water industry | Highly desirable | |
| Strong analytical and problem-solving abilities | Advanced | |
| High level of accuracy and attention to detail | Advanced | |
| Strategic thinking with the ability to anticipate legal issues and develop proactive pragmatic solutions | Advanced | |

3B. WHAT DEVELOPMENT BUILDS THE CAPABILITY FOR THIS ROLE?

PEEPS will capture training or certifications that a person requires to undertake their job activities. When completing this section, do not only consider performance effectiveness, but also consider auditing and safety compliance requirements. When a person is associated with a job, but does not have the required skills, the manager and person will be notified.



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| | Mandatory/ Highly Desirable/ Suggested? | Method of Training (e.g., certificate, ticket, observation, on-the-job etc....) | Renewal Required (Y/N/Unsure) | Renewal Frequency (e.g., Never, 1 year, 5 years etc....) |
|---|--|---|---|---|
| Qualifications / Certificates | | | | |
| Bachelor of Laws; admission as a legal practitioner in an Australian jurisdiction | Mandatory | | | |
| Post qualifications law, public administration or business | Preferrable | | | |

3C. WHAT ARE THE CRITICAL PERSONAL ATTRIBUTES REQUIRED FOR THIS JOB?

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|---|---|
| <p>Personal Attributes</p> <p><i>i.e., such as resilience, emotional intelligence</i></p> | <ul style="list-style-type: none"> • Conceptual and strategic thinking that enables seamless ways of working across all levels of the organisation (including Board, Executive Team and Management), translating ideas from self and others into effective services • Leadership attributes that energise and inspire, enable exceptional performance, and contribute to our constructive culture • Ability to maintain constructive business relationships that enable understanding of business drivers and delivery of desired outcomes in a complex operational environment • High ethical standards and commitment to integrity and transparency • Demonstration of self-actualising and achievement orientated behaviours with commitment to leading by example • Strong attention to detail • Pragmatic and ability to be solution oriented |
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3D. WHAT ARE THE KEY PHYSICAL, OR ENVIRONMENTAL REQUIREMENTS OF THE ROLE?

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| <p>Key requirements</p> <p><i>i.e., required to lift heavy boxes</i></p> <p><i>Note: some field-based roles will need to complete additional requirements for the role (Complete this form here)</i></p> | <p>Hybrid working - meeting stakeholders, leaders and impacted teams at the Mitcham office and at other sites as directed (e.g., treatment plants etc.) to build a strong understanding of the YVW “business” and to develop trusting and strong relationships with “client” groups.</p> |
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4. WHAT CAREER PATH IS POSSIBLE IN THIS ROLE

PEEPS will hold career path information for jobs within the organisation. This will feed into the PEEPS career and succession planning functionalities. For this job, consider what jobs within the organisation precede and proceed this from a career pathways perspective. Feel free to enter more than one job.

| | |
|--|--|
| <p>Role before (Name, Team, Division)</p> | |
| <p>Role after (Name, Team, Division)</p> | |

5. CHECKPOINT

| | |
|--------------------------------------|---|
| <p>Does this role require</p> | <p><input checked="" type="checkbox"/> Police check</p> <p><input type="checkbox"/> Working with children</p> |
| <p>Comments</p> | |