

# Position Description



## Legal Counsel

## Education and Integrity

### About Catholic Education Commission of Victoria (CECV)

CECV is the peak body for Catholic education in Victoria. Established in 1973 by the Archbishop of Melbourne and the Bishops of the Ballarat, Sale, and Sandhurst dioceses, it was incorporated in 2006 and acts as the voice of Catholic education in State and national matters.

CECV receives and distributes funding from state and federal governments for Catholic schools, provides strategic leadership and planning, and ensures proper governance in Catholic education statewide. It is responsible for sector leadership in education integrity and governance and has a Memorandum of Understanding appointing it as the Review Body for Catholic schools with the Victorian Registration and Qualifications Authority (VRQA). As a Review Body, CECV supports, reviews and monitors the compliance of Catholic schools with all registration, reporting and other requirements under relevant laws.

CECV is currently engaged in a significant organisational redesign, the overriding objective of which is to establish a robust and sustainable CECV for the future.

### Why work with us

As the peak body for Catholic education in Victoria, CECV provides employees an opportunity to help shape the future of Catholic education across the state. The renewed CECV will offer flexible working, a central city office location, competitive remuneration with generous benefits (including salary sacrifice options), and opportunities for career development and progression. These benefits combine with our commitment to work life balance to make CECV an employer of choice.

### About the role

The Legal Counsel will work across all portfolios to provide expert guidance and advice on all legal matters, including contract management, complaints resolution, regulation and litigation on behalf of CECV. Working closely with the Company Secretary and executive leadership team, they will play a key role in CECV's organisational governance and mitigating legal risks. Additionally, they will also lead engagement with external legal professionals and other legal teams across the Catholic education system as required.

Position Title	Legal Counsel
Reports to	Chief Education and Integrity Officer
Direct Reports	No

### Key responsibilities of the role

- Review, draft and provide legal advice on agreements with various stakeholders, including the Department of Education, curriculum authorities, universities, copyright providers, suppliers and other relevant parties.
- Support CECV in developing sector-based responses to policy initiatives, ensuring compliance and alignment with legal requirements.
- Safeguard and uphold standards by overseeing reporting requirements and providing support about the reportable conduct scheme to Religious Institutes and Ministerial Public Juridic Persons (RI/MPJP) schools.
- Oversee and coordinate investigations, ensuring thoroughness, fairness, and compliance with legal processes and requirements.
- Provide ad hoc support on complaints and complex cases for Catholic education proprietors, offering legal guidance and expertise where referred, in accordance with minimum standards and VRQA requirements. Provide timely and accurate advice to internal stakeholders and external parties on the school regulatory framework and other compliance and legal requirements across the organisation.
- Collaborate with cross-functional teams and stakeholders to support business objectives and identify legal risks and opportunities.

## Key selection criteria

- Extensive knowledge and understanding of relevant laws and regulations within the education sector, particularly pertaining to compliance, governance, not-for-profit and professional conduct.
- Strong understanding of policy development processes and the ability to provide legal support in developing sector-based responses to legislative changes and initiatives.
- Demonstrated experience in reviewing and advising on a wide range of agreements and contracts, including those with government entities, educational institutions, and third-party providers.
- Excellent communication and interpersonal skills, with the ability to effectively engage with stakeholders at all levels, including school administrators, government officials, and legal professionals.
- Exceptional problem-solving abilities with a keen attention to detail and the ability to provide clear and practical legal advice.
- Demonstrated ability to work independently and collaboratively, define work priorities, and meet deadlines in a fast-paced environment.
- A strong ethical framework, with the ability to maintain confidentiality and exercise sound judgment in decision-making.

## Skills, qualifications, and pre-requisites

<b>Qualifications</b>	Relevant tertiary qualifications in law and current practicing certificate.
<b>Previous Experience/s</b>	A minimum of five years' post admission experience as a legal practitioner in Australia, in a corporate, commercial, compliance or regulatory law role or similar.
<b>Organisational values</b>	A commitment to the ethos, values, and mission of Catholic education and to CECV values of fairness, transparency, integrity, and Christian concern for all.
<b>Other requirements</b>	<ol style="list-style-type: none"><li>1. An understanding of and commitment to the safety, wellbeing, and protection of children, requiring that you:<ol style="list-style-type: none"><li>a. Must hold and maintain a current Victorian Working with Children Check or be eligible to receive same upon joining the organisation.</li><li>b. Must also undergo and receive a clear National Criminal History Check (NCHC) upon employment and during your employment with CECV. All employees are required not to have been charged with, nor found guilty of any offence which would be incompatible with employment with CECV.</li></ol></li><li>2. Willingness to take reasonable care for your health and safety in the workplace and for the health and safety of others who may be affected by what you do or don't do.</li></ol>