

Position Description



Position Title	General Counsel
Position No	00075061
Delegation Level	003
Job Designation	Manager
Organisational Unit	Legal and Governance
Work Centre	Brisbane
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Lead Experts and Leaders
Shiftworker	No
Classification (Range)	Contract
Pay Scale Type	Contract
Reports to Position	Grp Exec Safety, Eng and Governance

QUEENSLAND RAIL VALUES:

- 1 Queensland Rail - We do better together
- Treat others with respect - We appreciate everyone's contributions and differences
- Empower our people - We have confidence in our people
- Act Safely - We work safe, to go home safe
- Make a positive difference - We learn from today, to improve tomorrow

Position Purpose

To provide effective leadership and direction of Queensland Rail's Legal team for all internal and external legal matters, including oversight of company secretary and internal audit responsibilities. Provide advice and interpretation of laws, rulings and regulations and negotiate and defend any legal claims to ensure that Queensland Rail is legally protected and its exposure to financial, operational and other risks is appropriately managed.

Position Responsibilities

1. As a member of the senior leadership team, provide high level leadership of Corporate Services, Legal, Board Office, Transport Services Contract and Financial Control, delivering effective strategy, stakeholder engagement, financial and commercial excellence, and people leadership in a dynamic, evolving rail and passenger transport environment.
2. Lead the development and implementation of Queensland Rail's legal framework to ensure the organisation is operating in accordance with applicable law.
3. Lead the provision of legal advice to Queensland Rail and the Board in relation to:
 - Its rights and obligations pursuant to relevant law ensuring the organisation is informed of new or proposed law which may affect its activities, including any proposed or existing government policy or directives.
 - The negotiation, drafting and settling of all major contracts, leases, loan agreements, securities and other commercial arrangements to safeguard the organisations interests, in conjunction with external legal advisers where necessary.
 - Right to Information and Privacy processes for Queensland Rail, ensuring compliance with legislative requirements.



- The initiation of legal action as required and oversee defence of the organisation in any legal action initiated against it, in conjunction with external legal advisers.
 - Counsel and advice to Queensland Rail Executives and Directors on the legal aspects of activities within their assigned areas.
4. Provide integrated operational management of legal and right to information strategies as a single point of accountability, devolving decision-making to the most efficient levels while delivering high-level strategic advice to the Chief Executive Officer and senior leaders.
 5. Achieve Queensland Rail's legal targets, objectives, performance measures and financial responsibilities and continually seek to implement business performance improvement initiatives.
 6. Build and maintain collaborative and constructive relationships with other functional areas to facilitate a positive end-to-end customer experience.
 7. Manage and monitor the Right to Information (RTI) portfolio including accessing applications under the Right to Information Act 2009 (RTI Act) or the Information Privacy Act 2009.
 9. Provide oversight to the Company Secretary and Internal Audit units, managing board support, corporate governance, stakeholder relations, and audit committee reporting.
 9. Foster an engaged workforce by creating a performance culture that reflects a high level of customer service, teamwork and collaboration, builds organisational capability and provides linkage between service excellence, customer satisfaction and revenue.
 10. Establish and lead a culture which values safety, customer service, the environment and workplace diversity in line with the Queensland Rail Values.

Additional Factors

The appointee will be required to :-

- Comply with Queensland Rail's Code of Conduct;
- Observe all legal and safety obligations of the organisation;

What is the key selection criteria

1. High level of leadership, strategic thinking and management skills to deliver legal outcomes within a large and complex commercial, customer orientated and major infrastructure projects environment.
2. Extensive knowledge of regulatory requirements governing the Rail or similar industry and the relevant laws as they relate to a large, complex organisation.
3. High level of skill in the identification of risk and consistent management and resolution of legal and commercial issues associated with Queensland Rail's strategies and activities.
4. Extensive knowledge of contemporary governance, Right to Information Act 2009 and the obligations of organisations under that Act and legal principles and practices as they apply to large, complex organisations.
5. High level of skill in strategic legal planning with the ability to manage multiple demands effectively through planning ahead and prioritising to be able to meet tight deadlines.
6. High level of influencing, interpersonal, consultation, relationship building and negotiation skills that build and sustain productive

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stakeholder relationships and commercial partnerships.

7. Knowledge of and willingness to commit to and work within Queensland Rail's Values and Behaviours.

Pre-employment Checks:

Not Applicable

Pre-employment Qualifications:

What qualifications do I need to hold prior to applying for the position?:

30000145 Practising Cert Qld Law Society

Health, Safety and Environment Responsibilities

Comply with the overarching document called Health, Safety and Environment Responsibilities MD-11-6843 located in the Safety and Environment Management System.

Personal Protective Equipment needs:

Refer to relevant business instructions.

Safety Publications

Refer to relevant business instructions.

Please Note:

Queensland Rail has a random alcohol and other drug testing program.
Testing can occur anywhere, at any time, on any day.