

ROLE PURPOSE

Role Title: Legal Counsel

Division: Enabling Services

Location:
NSW/VIC/NT/QLD

Date: October 2025

Employment type: Permanent full time (part time may be available commensurate with experience)

Reports to: General Counsel

Number of direct reports: 0

Leadership Band:
Leads Others

Purpose of the role:

The Legal Counsel is accountable for supporting the General Counsel in the legal aspects of The Foundation's work, in a way that is aligned to The Foundation's Values and Strategy.

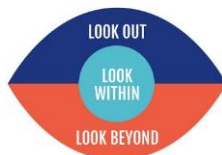
The **Legal Counsel** will own the outcomes of:

1. Supporting the General Counsel across a range of legal matters in 25+ countries.
2. Provide effective and timely legal advice to the business as requested, including reviewing and advising on contracts, intellectual property, corporate and government law matters, being cognisant of the not for profit international development sector and The Foundation's context and reputation
3. Provide global employment law support including instructing local external counsel where required.
4. Support and advise on the legal aspects of change activity including monitoring relevant local legislation, entering into new jurisdictions and where relevant exit.
5. Collaborate with stakeholders on legal aspects of projects including engagement with external legal, accounting, regulatory and industry bodies where appropriate.
6. Collaborate within the Legal Governance Risk & Compliance team to enhance delivery of services to stakeholders.
7. Other tasks as requested by your manager.

Our Capabilities:

As a member of The Foundation Family you will:

1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.



Essential Experience:

- Experience with cross-border commercial initiatives
- Experience with employment law
- PQE 5-7+ in Australia or other common law jurisdiction

Skills:

- **Accountable, enthusiastic and willing to learn what we do**
- Strong communication skills
- Ability to work independently in an agile and diverse environment
- Ability to wear two hats in a small legal team, recognise conflicts and manage appropriately
- Passion for legal services and for being part of a dynamic and effective organisation
- Energetic self-starter with the resilience, pace, interpersonal flexibility and comfort to deal with ambiguity, diversity and change to succeed within the evolving demands of a development organisation operating across 25+ countries

Desirable Experience:

- Experience in a number of the following legal fields: contracts; cross border transactions;; corporate governance; employment and change projects
- Experience in one or more of the following key jurisdictions outside Australia: HK; Singapore; UK; US
- Experience in international governance.
- Experience at a top-tier firm.
- Experience with autonomous provision of legal services in an in-house environment.

Qualifications:

Tertiary study in law
Current NSW practicing certificate or equivalent

The position involves:

This position is recognised as having "Contact with Children" either direct or indirect

Travel:

Not currently but travel may be required adhoc

Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.

This role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to the divisional, team and individual work plans for more specific details

To work in The Foundation, you will:

- Be eligible to work in Australia and other regions where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions that are identified as working with children