



Position Description – Legal Counsel – Employment and Dispute Resolution

Position Details

Position Title:	Legal Counsel – Employment and Dispute Resolution
College/Portfolio:	Operations
School/Group:	Legal Services
Campus Location:	Primarily based at City campus, and the potential to work across other RMIT campuses as required.
Classification:	HEW 9
Time Fraction:	1.0
Employment Type:	Fixed Term
Fixed Term Reason:	Replacement Employee
Reporting Line:	Senior Legal Counsel – Employment and Dispute Resolution
No. of Direct reports:	None

RMIT University

RMIT is a global university of technology, design and enterprise, committed to creating transformative experiences for students and making a meaningful impact through research, innovation, and engagement. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our campuses in Melbourne (City, Brunswick, Bundoora, and Point Cook) are complemented by international campuses in Vietnam and a centre in Barcelona, Spain. We proudly acknowledge the Woi Wurrung and Boon Wurrung peoples of the eastern Kulin Nation on whose unceded lands our campuses are located.

We are deeply committed to reconciliation and Indigenous self-determination, embedding these values throughout our policies, culture and structures.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

Organisational Accountabilities

RMIT is committed to the safety, wellbeing and inclusion of all staff and students. As a staff member, you are expected to comply with all relevant legislation and RMIT policies, including those related to: Equal opportunity, Occupational health and safety, Privacy and trade practices & Child safety standards:

Appointees are responsible for completing all required training and ensuring that they and their team members remain up to date on relevant compliance obligations.

Staff are expected to understand and support RMIT's child safe practices as part of their professional responsibilities. More about our child safety commitment: <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Leadership at RMIT

At RMIT, leadership is not defined by position or hierarchy—it is a shared responsibility demonstrated by all staff, regardless of role or title. Leadership is grounded in our six core values, which guide and shape how we work together, make decisions, and create impact.

Effective leadership means consistently integrating these values into everyday actions and interactions, whether influencing a project outcome, supporting a colleague, or leading a team. All staff are expected to embody the principles of the *Be–Know–Do* Leadership Model:

Be – We are open and authentic, inclusive and empowering. We are purpose driven role models and communicators.

Know – We are self-aware, and understand our stakeholders, our sector and priorities.

Do – We set clear direction and expectations, we develop ourselves and others and promote mutual accountability to deliver results.

At every level, leadership at RMIT is about influence, contribution, and mindset. It is reflected in how we empower others, foster collaboration, and drive positive change through capability-building and alignment to strategic goals.

College/Portfolio/Group

The Legal Services Group is responsible for the full range of legal services to all areas of the University. The Legal Services Group is committed to:

- Providing high quality legal services that are aligned with, and responsive to, the commercial needs of RMIT;
- A high level of customer service which means getting to know the different areas of businesses we service and tailoring advice to meet their needs;
- Assisting RMIT to achieve its strategic objectives by working collaboratively with our University colleagues; and
- Developing and maintaining relationships with subject matter experts within and outside of RMIT to ensure appropriate additional expertise is available when required.

Position Summary

The Legal Counsel in the Legal Services Group is a service-focused, first point of contact for users of legal services within RMIT and supports the Director, Legal Services and the Senior Legal Counsel – Employment and Dispute Resolution, in the Legal Services Group to deliver high quality legal advice to clients within RMIT in a timely and customer-focused manner.

Key Accountabilities

- Provide a service-focused, proactive point of contact for internal clients and external parties
Provide a service-focused, proactive point of contact for internal clients and external parties particularly across the:
 - People Portfolio (encompassing employee dispute resolution and workplace relations advice); and
 - the Academic Registrar's Group (regarding resolution of student disputes, and providing advice on student conduct issues),

as well as other portfolios as may be required (**Supported Portfolios**).

- Provide legal and strategic advice and support to the Supported Portfolios by advising on student and staff dispute matters, including negotiation, mediation and resolution, as well as managing court and tribunal proceedings, including the instruction of external law firms or counsel where appropriate.
- Develop and maintain a productive and positive working relationship with key portfolio

stakeholders and their teams.

- Develop and deliver business-focused training programs to the Supported Portfolios on relevant and contemporary legal subjects including as required by the Director, Legal Services and the Senior Legal Counsel – Employment and Dispute Resolution.
- Maintain and enhance a suite of template documents for use within and by the Supported Portfolios.
- Manage the use of external legal advice as required by the Director, Legal Services or Senior Legal Counsel – Employment and Dispute Resolution.
- Create regular updates relating to legal matters relevant to the Supported Portfolios for publication through Legal Services Group communication channels.
- Comply with all RMIT policies and procedures.

Key Selection Criteria

1. Substantial experience working as a lawyer in the area of workplace relations law (employment, industrial relations, safety and discrimination) and administrative law. In-house or private practice experience in the higher education sector is highly desirable.
2. Demonstrated experience working collaboratively with multiple stakeholders from a range of experience levels.
3. Demonstrated experience in delivering business-relevant and timely legal advice through quality engagement with stakeholders.
4. Proven ability to operate with a high level of confidentiality in a diplomatic manner with the ability to lead and influence others.
5. Excellent interpersonal and time management skills.
6. Demonstrated ability to work autonomously within a fast-moving team environment.
7. Positive, can-do attitude.

Qualifications

Mandatory: Holds a current practising certificate as an Australian lawyer under the *Legal Profession Uniform Law*.

Working with Children Check

Appointment to this position is subject to holding a valid Victorian Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.