



Job Description – Manager, Legal Services

Position Details

Position Title:	Manager, Legal Services
Division/ Centre:	Finance and Governance
Department:	Legal
Campus Location:	Based at the Saigon South campus, but may be required to work and/or be based at other campuses of RMIT Vietnam.
Job Grade/ Classification:	PSV8
Time Fraction:	1.0

RMIT University

RMIT is a global university of technology, design and enterprise. Our mission is to help shape the world through research, innovation, teaching and engagement, and to create transformative experiences for our students, getting them ready for life and work. One of Australia's original educational institutions founded in 1887, RMIT University now has 82,000 students including 12,000 at postgraduate level.

The University enjoys an international reputation for excellence in professional and practical education, applied and innovative research, and engagement with the needs of industry and the cities in which we are located. With three campuses in Melbourne (Central Business District, Brunswick and Bundoora), two in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain, RMIT is a truly global university. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China, Indonesia, Sri Lanka, Belgium, Germany, Austria and The Netherlands, and enjoys research and industry partnerships on every continent.

RMIT prides itself on the strong industry links it has forged over its 129-year history. Collaboration with industry is integral to the University's leadership in applied research and education, and to the development of highly skilled, globally focused graduates. We are a 5-Star university under the QS Stars international evaluation system, and are 21st in the world among universities less than 50 years old (2015 QS Top 50 Under 50 index).

RMIT is ranked among the world's top universities in 23 of 38 assessed subjects (and all five faculty areas) featured in the 2017 QS World University Rankings by Subject. RMIT features among the world's top 100 ranking in the 2017 QS subject rankings in Art and Design; Architecture and the Built Environment; Computer Science, Information Systems, Engineering (Civil and Structural); Engineering (Electrical and Electronic); Communication and Media Studies, Education, Business and Management Studies, and Development Studies. The University's research was rated "well above world standard" in 13 research fields and "above world standard" in a further nine fields in the 2015 Excellence in Research for Australia evaluation. In the 2017 QS Graduate Employability Rankings, RMIT is ranked seventh in Australia and 71-80 in the world on the basis of employer reputation, alumni outcomes, partnerships with employers, employer-student connections and graduate employment rate.

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RMIT Vietnam

RMIT University Vietnam (RMIT Vietnam) is a campus of RMIT University. RMIT Vietnam is creating an innovative research, teaching and learning culture. We are committed to providing internationally recognised high-quality education and professional training for our students, clients and members of the community.

As an internationally recognized Australian university based in Asia, RMIT Vietnam is assisting in the development of human resources capability in Vietnam and the region.

Degrees are awarded by RMIT University in Australia, allowing Vietnamese students to receive an overseas education without having to leave home. Given its international profile, RMIT Vietnam is also host to students from Australia and many other countries. All degree programs are recognised by the Vietnamese Ministry of Education and Training (MOET) and are subject to regulation by the Australian Tertiary Education Quality and Standards Agency. The academic programs span from vocational English through to undergraduate, post-graduate and Ph.D. programs. All teaching at RMIT Vietnam is in English.

Position Summary

The Legal Manager supports the Senior Manager, Legal to manage the University legal projects, manage contracts, oversee knowledge management function and custody of the University's corporate documents and seal, and provide legal advisory services as required to ensure the compliance with external legislative requirements, to manage the policy & compliance and to support the effective operation of the university's primary activities and management processes.

Reporting Line

Reports to: Senior Manager, Legal or equivalent

Key Accountabilities

1. Contracts
 - Draft, review, negotiate and advise on the preparation of all contracts, and other legal agreements (such as NDAs)
 - Work with internal stakeholders to increase awareness and skills in relation to contract management and legal risk, partnering with key individuals within the organisation to identify potential legal issues as they arise.
 - Support the continued improvement of standard form agreements, contract management and legal processes and implement improved systems and procedures where required.
2. Project management: to manage all legal projects of the University (e.g. University operation under the Law on Higher Education, licensing matters of the University, litigation cases, application of e-signature, process for receiving/granting sponsorship/donation of the University, retention policy) specifically:
 - Coordinate internal resources and third parties/vendors for the satisfactory execution of projects;
 - Ensure that all projects are delivered on-time, within scope and within budget;
 - Support in the definition of project scope and objectives, involving all relevant stakeholders;
 - Develop a project plan to monitor and track progress;
 - Manage changes to the project scope, project schedule and project costs using appropriate verification techniques;
 - Create and maintain comprehensive project documentation;
 - Monitor project performance, specifically to analyze the successful completion of short and long-term goals.
3. Knowledge management (KM): to oversee knowledge management function within the legal & compliance services which ensures that knowledge is maintained, shared and accessible to team members when necessary:
 - Design and implement effective knowledge management process;
 - Maintain comprehensive database of all internal and external legal and compliance advice;
 - Coordinate and facilitate knowledge sharing sessions of legal & compliance services/internal trainings of legal & compliance for University stakeholders by identifying topics, engaging the internal/external resources, and maintaining documentation;
 - Coordinate and facilitate legal & compliance trainings for internal stakeholders by identifying topics, engaging the internal/external resources and coordinating the training sessions;
4. Legal advisory: to provide legal advisory services to University stakeholders:
 - Research and give advice regarding business decisions and operations;
 - Draft agreements, contracts and other legal documents to ensure the University's full legal rights;
 - Communicate and liaise with external parties (regulators, public authority. etc.);
 - Handle translation of legal documents.
5. University Secretary: to develop process and manage all University's key corporate documents, records and the seal and provide support to stakeholders as required.
6. Policy & Compliance
 - Contribute to the management, development, implementation and maintenance of policy strategy and an effective policy and delegations framework to support the University's strategic plan.
 - Support the manager with continuous improvement activity and major policy and governance projects and activities, including the analyses and reviews of policy documents, and facilitating the development of new policy.
 - Coordinate the delivery of policy communication initiatives, training and awareness programs and guidance to foster good practices and to support a robust policy and governance framework.
 - Manage the University's policy governance framework policy repository and end user web presence.
 - Assist with the management and review of the University-wide policy repository, ensuring currency and accuracy of content.

- Liaise with policy authors to ensure policy content is timely, relevant, accurate and current and is compliant with the policy governance framework.
- Maintain an in-depth understanding of best practice in creating and maintaining policy content and communicate policy development and changes to key stakeholders.

7. University reporting:

- Coordinate with internal team for data provided.
- Ensure accuracy and consistency of database information and formatting.
- Ensure compliance with local laws.
- Ensure continuity and timely reporting on an ongoing basis.
- Escalate issues to the appropriate decision maker

8. Other tasks as assigned by the Senior Manager, Legal.

Key Selection Criteria

1. L.L.B. from a law school in Vietnam;
2. Member of a local bar association
3. At least 7 years of working experience in international law firms/ corporation;
4. Proven experience in managing large-scale, complex legal projects;
5. Proven experience in developing and maintaining a KM management system;
6. Proven legal advisory experience in education sector is preferred;
7. Ability to work independently as well as teamwork;
8. Demonstrated good communication, investigative, time-management and negotiating skills;
9. Discretion, ability to work under pressure;
10. Ability to display appropriate behaviors in line with the position, as per the RMIT Behavioural Capability Framework (Connectedness, Commitment to Excellence – Improve and Simplify; Imagination and Innovation; Impact; Inclusion; Agility).

English Proficiency

English is the language of teaching and communication at RMIT Vietnam. For this role, the minimum requirement is IELTS General with a score of at least 6.5 or equivalent, as outlined in the Recruitment, Selection and Onboarding Guidelines.

For any role, English Language Proficiency may also be proven by showing successful completion of secondary education to a level qualifying to enter university study while being instructed through the medium of English, as per the RMIT University recognized qualification list.

Organisational Accountabilities

RMIT Vietnam is committed to the health, safety and wellbeing of its staff members. RMIT Vietnam and its staff members must comply with a range of Vietnamese legal and regulatory requirements, including foreign investment & business, import & export, contracts & commerce, banking, finance & foreign exchange, labour, taxation, land & premises, environment, and immigration. RMIT Vietnam expects all staff members to comply with its Code of Conduct, policies and procedures, which relate to legal and regulatory requirements and our ways of working.