

Position description

Title:	Manager Legal and Procurement	Position Number	2089
Classification:	Manager		
Hub:	Corporate	Program Area:	Corporate and Customer Service
Reports to:	Executive Manager Corporate and Customer Service		
Direct Reports:	Supervisor Procurement		

Our vision and mission

Darwin 2030 – City for People. City of Colour.

We will work with the community and partners, provide leadership and deliver services that create opportunities to enhance the economic, cultural and environmental sustainability of Darwin.

Our strategic directions

- A capital city with best practice and sustainable infrastructure
- A safe, livable and healthy city
- A cool, clean and green city
- A smart and prosperous city
- A vibrant and creative city

Organisation operating model

City of Darwin's organisational operating model is an agile high -performance operating model based on supporting collaboration, improving speed of delivery of strategic outcomes, and growing innovation. The model consists of four operating hubs, the Office of the Lord Mayor and CEO, Community, Corporate and Innovation, and incorporates:

- an agile organisational structure,
- high-performance culture,
- enterprise leadership,
- psychological safe working environment, and
- high collaboration and communication.



Position objective

The objective of this role is to provide specialist legal advice and services to assist City of Darwin with legislative compliance and commercial activity. This role also includes drawing on relevant skills to ensure ongoing development, implementation, and enhancement of the procurement function by implementing plans and processes to ensure compliance and a high standard of service delivery.

Key result areas

Corporate identity

- Promote and embody City of Darwin's Vision and Mission.
- Promote and embody City of Darwin's staff values, CARES (**C**ustomer Service, **A**ccountability, **R**espect, **E**xcellence and **S**olidarity).
- Act in accordance with and abide by the City of Darwin's Code of Conduct.



Service delivery

Leadership / Management

- Foster an environment and organisational culture which encourages and enables change, innovation and improvement to deliver CoD Strategic directions, community expectations and staff performance and satisfaction.
- Provide specialist professional and technical expertise, advice and support to the CEO, General Managers and other stakeholders in relation to statutory obligations and governing instruments oversight, management and compliance.
- Actively participate in leadership meetings and associated requirements of this management level function.
- Provide timely financial monitoring, analysis and recommendations in alignment with strategy, programs and related program budgets.
- Monitor internal and external environments to identify potential risks and opportunities.

Customers / Stakeholders

- Prepare for and attend meetings of Council, Committees and other meetings as required by the Executive.
- Assist with prompt and effective implementation of the Council and other operational decisions and ensure that all reports are well researched and structured and are provided in a timely and accurate manner.
- Establish and maintain links with appropriate community groups relevant to the activities of the Program Area.
- Ensure the Customer First Strategy is adopted by all program areas where relevant.



Compliance

- Ensure and maintain legislative compliance for CoD across all relevant legislation.
- Assist with the development, implementation and maintenance of policies and procedures to effectively support the team deliverables to ensure compliance with legislative and other operating requirements.
- Actively support internal and external auditing programs.

Operations

Legal Services

- Provide timely and accurate legal advice as required across a broad range of legal areas including but not limited to property law, administrative law, statutory interpretation, common law, commercial law, planning, industrial relations, privacy, Freedom of Information and disclosure obligations.
- Provide appropriate and detailed reports and correspondence on complex legal issues including background investigation, research and advocacy as required.
- Provide advice to ensure compliance with the Local Government Act 2019, other relevant legislation, regulations and City of Darwin By-Laws 2023.
- Assist with the preparation and drafting of leases, licences and other agreements related to the use and occupation of City of Darwin owned and/or controlled land.
- Assist with the drafting and review of contracts, documents, agreements, local laws, statutory notices, and associated documentation.
- Manage the Register of Delegations and Sub-Delegations, including assisting with review of delegations and maintaining legislative delegations' requirements.
- Respond to requests from external bodies including the Northern Territory Ombudsman/Information Commissioner, Independent Commissioner Against Corruption, government departments and authorities.

Procurement

- Coordinate the development and implementation of appropriate policies and procedures, including providing specialist legal and compliance advice, to effectively manage the procurement function and ensure compliance with legislative requirements.
- Ensure information and associated outcomes are clearly defined for departments and systems and processes are in place to monitor and report on procurement activities and training.
- Manage relevant staff to support ongoing service delivery and achieve functional objectives in procurement and contract management.
- In conjunction with the Procurement Team, deliver broader training and education across the City of Darwin workforce to enhance compliance and accountability.
- Develop and prepare timely, accurate and relevant reports to Management and Departments to report and communicate information.

Team support (people and capability)

- Work professionally, cooperatively and respectfully with other team members to accomplish joint tasks and build positive working relationships.
- Be flexible and adaptable to working in various work locations throughout the municipality as needed to perform the role effectively.



- Undertake any other duties within the skill and scope of the position or your skill set, as directed.
- Actively participate and contribute to team meetings and other relevant forums, events or organisational meetings as required.
- Proactively engage in performance management processes (ie. probation reviews and annual performance appraisals) as required.

Workplace health and safety

- Ensure your personal health and safety and that of others in the workplace, and report all accidents, incidents and hazards immediately via WHS systems.
- Comply with all CoD Workplace Health and Safety (WHS) policies, procedures, guidance and other-directed requirements.
- Comply with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management for health and safety purposes.
- Report all accidents, incidents, near misses and hazards immediately.

Position prerequisites

- Bachelor of Laws (LLB) and admission to the Supreme Court of the Northern Territory.
- Minimum of five (5) years relevant experience in a legal practice, in-house counsel, a government lawyer or similar role providing relevant advice.
- Relevant supervisory experience.
- Ability to obtain a National Police Records Check
- Possession of a Class C Drivers Licence

APPROVED BY: *Natalie Williamson*
General Manager Corporate

Date: 27/06/2024

Employee Acknowledgement

I, _____ have read and understood the requirements of the role; responsibilities and accountabilities as outlined within this Position Description. I understand that I am also responsible for complying with Council's policies & procedures as they relate to my position.

Signed: _____ Date _____

