

Position Description

This position	Legal Counsel – Corporate Services
Your directorate	Legal and Company Secretariat
Your stream	Legal
You'll report to	Anthony Weaver
Reviewed	9 June 2026

Uniting's purpose & values

When you're part of Uniting NSW.ACT, you're part of a diverse, purpose-led team of people who are really making a difference to the world around them.

We contribute to the work and mission of the Uniting Church in NSW and the ACT through social justice advocacy, community services and spiritual care. We provide care and support for people through all ages and stages of life, with a focus on people experiencing disadvantage and vulnerability. Our purpose is to inspire people, enliven communities and confront injustice.

Uniting leaders and employees work together to create a culture that is safe, inclusive, and person-centred. We bring this to life every day through our values: compassionate, respectful, imaginative, and bold.

Uniting acknowledges the continuing sovereignty and rich cultural diversity of Australia's First Peoples. We pay our respects to all Elders – past, present, and emerging – and to all First Peoples on whose lands we live and work.

Uniting is a Child Safe Organisation committed to promoting the safety, wellbeing and inclusion of children and young people.

About this role

This position is responsible for: providing high-quality, practical legal advice and support across Uniting's operations, contributing to effective decision-making and the proactive management of legal risk.

Working as part of the legal team, the role supports the delivery of legal services aligned to organisational strategy, risk appetite and enterprise-wide compliance frameworks, as led by the General Counsel.

The role involves advising on a wide range of matters including contracting, regulatory compliance, disputes, statutory interpretation and policy development, while contributing to a culture of risk awareness and legal capability across the organisation.

Your key accountabilities

You will be an integral member of the Legal stream through the following:

- Providing clear, timely and practical legal advice on a broad range of operational and strategic matters
- Identifying legal risks and providing proactive, solutions-focused recommendations aligned with Uniting's risk appetite
- Supporting compliance with applicable laws, regulations and sector standards.
- Drafting, reviewing and negotiating contracts and other legal documents
- Supporting key organisational projects by providing legal input and reviewing project documentation
- Advising on procurement, supplier arrangements and commercial risk
- Researching and evaluating risk factors regarding the business and offer proactive advice on emerging legal issues.
- Assisting in the management of disputes, claims, investigations and litigation
- Analysing and responding to subpoenas, statutory notices and other external requests
- Supporting engagement with regulators and external advisors.
- Advising on legal aspects of policies, procedures and frameworks
- Supporting the development and implementation of legal and compliance initiatives
- Contributing to training and resources to build organisational capability in managing legal risk.

As the Legal Counsel, your role will:

- Collaborate effectively within the legal team to deliver consistent, high-quality legal services
- Contribute to continuous improvement of legal processes, systems and service delivery
- Promote a culture of ethical conduct, compliance and risk awareness across Uniting

Your key capabilities

- Develops and nurtures internal and external relationships with all levels of the organisation
- Provides thorough and timely advice to stakeholders ensuring that legislative obligations and compliance requirements are met
- Provides legal support to departments and teams
- Keeps abreast of legal changes and coaches peers and Uniting stakeholders on the changes
- Assists and prepares legal documentation in collaboration with peers and department Managers
- Demonstrates ability to interpret legal documentation
- Ability to prioritise and self-manage workload based on customer needs and strategic focus

- Under the guidance of the Senior Legal Counsel and the General Counsel:
 - Oversees legal briefs and other documentation for legal governing bodies
 - Legally represents and advocates Uniting's interest with external stakeholders around legal matters

Your qualifications, experience & skills

Qualifications required of you are:

- Bachelor qualification in law.
- Admitted as a lawyer in NSW.
- Current Australian Practising Certificate

It is essential your experience & skills will cover:

Typically, this role will require three (3) or more years' post-qualification experience. You will have experience in providing legal advice across a range of areas (eg commercial, regulatory, disputes, or community and public sector law), drafting and negotiating contracts, and a strong ability to manage competing priorities and stakeholder expectations.

Even better:

- Experience in-house (or secondment)
- Experience in aged care, community services, or similar highly regulated sectors
- Familiarity with regulatory and compliance frameworks in complex organisations

Employee Name:		Manager's Name:	
Date:		Date:	
Signature:		Signature:	