

Position Description: Legal Counsel

Position Details

Position	Legal Counsel
Team	School Services
Reports to	School Services Deputy Director
Direct reports	None

Position Summary

As Legal Counsel on the School Services team, you will play a crucial role in ensuring ISQ's compliance guidance for member schools aligns with legal requirements. You will analyse evolving laws and regulations, translate them into actionable insights, and ensure our compliance support to member schools is of the highest quality. You will provide non-legal services to member schools, including the provision of general information about best-practice risk and regulatory frameworks as well as effective corporate governance. In addition, you will provide in-house legal advice to ISQ on a range of matters.

Relationships

Key internal relationships	School Services Team; Education Services Team; Employee Relations Team; Executive Team
Key external relationships	ISQ Members Independent Schools Australia (ISA) & State AIS organisations Non-State School Accreditation Board Secretariat Department of Education Queensland Catholic Education Commission

Responsibilities

The position is responsible for, but not limited to:

1. **Policy Development**
Collaborate with the School Services team to develop and review template policies that comply with regulatory obligations, ensuring that member schools have access to high-quality guidance and compliance information.
2. **Legal Analysis**
Continuously monitor and research relevant laws and regulations affecting independent schools. Produce comprehensive articles that provide in-depth information on new or existing laws, court cases, and their potential impact on independent schools.
3. **External Training**
Develop and deliver compliance training programs for school leaders to enhance their legal awareness and understanding of compliance issues.
4. **Internal Compliance Awareness**
Contribute to ISQ's understanding of compliance aspects relevant to non-State schools and help maintain a high level of regulatory expertise.



5. **Audits**
Participate in risk and compliance audits as well as operational reviews for member schools, identifying potential risks and providing recommendations for risk mitigation, including the development of comprehensive risk and compliance management frameworks and highlighting opportunities for improvement.
6. **Governance Advisory**
Provide expert advice and guidance to school boards on best practices in independent school governance. Conduct comprehensive board reviews, evaluating the board's effectiveness in fulfilling its governance responsibilities. Develop and deliver governance training programs tailored to the specific needs and challenges of each school.
7. **In-house Legal Advice**
Act as in-house legal counsel for ISQ matters, including the review of agreements and contracts and the mitigation of legal risks.
8. **Any other duties as reasonably required.**

Requirements

Knowledge and experience	<ul style="list-style-type: none">• Legal experience specialising in one or more of the following:<ul style="list-style-type: none">○ Corporate law○ Governance and corporate structures○ Child protection○ Anti-discrimination○ Contract law○ Regulatory frameworks• Previous experience working with non-government schools is advantageous but not essential.
Qualifications and licenses	<ul style="list-style-type: none">• Fully qualified lawyer, with a minimum of 4 years post-admission experience.• Eligibility to hold a QLS practising certificate for providing in-house legal services.
Skills and attributes	<ul style="list-style-type: none">• Ability to manage and respond to a wide variety of member operational and compliance contexts.• Ability to establish and maintain rapport with senior leaders from member schools and external stakeholders.• Effective time management, organisational and communication skills• Willingness to embrace new challenges and engage with new and changing information.• Embrace and promote a collegial and collaborative culture across the whole organisation.

APPROVED BY: CEO
DATE: