



Position Description

Position title:	Legal Counsel
Entity:	Austroads
Group:	Corporate Services
Job Type:	Full time
Location:	Melbourne Office
Reports to:	General Counsel
Responsible GM:	CFO and GM of Corporate Services
Direct reports:	Nil
Date reviewed:	30 March 2026

Organisational Context

Austroads is the association of Australian and New Zealand transport agencies.

We provide authoritative, practical and impartial advice, information, tools and services to help our members to deliver safe, efficient and reliable mobility to their customers.

We also deliver value to a range of other key stakeholders across government, industry and communities, where there is a demonstrated societal benefit to do so.

Austroads comprises several business activities, including the core Austroads work program, the National Exchange of Vehicle and Driver Information System (NEVDIS), and Transport Certification Australia (TCA). Austroads is currently undertaking an exciting program of work to establish a National Digital Trust Service to enable states and territories to offer secure and interoperable digital drivers' licences.

Our teams are located across Australia and New Zealand. We work in an integrated and collaborative way, along with external consultancies and other partners, to ensure our products and services are delivered successfully and maximise value.

Austroads promotes a culture of professionalism, innovation, and integrity, with a commitment to accountability, quality, and excellence in the delivery of all of our programs and services. Austroads values continuous improvement, and all staff are expected to engage in their work in a spirit of curiosity, collaboration, and proactivity.

We recognise the unique skills and abilities of each individual, who come from a wide range of disciplines and backgrounds. We support our people through ongoing development and learning opportunities and create a supportive team environment for all our staff. We strive to be an employer of choice.

Austroads takes inclusion and diversity seriously. We embrace difference and diversity of identity, experience and thought, and actively strive for inclusive behaviours across our company and our work.

The Role

Team Purpose

The Corporate Services team oversees the management of finance and procurement, human resources, quality, office management, and legal and governance to ensure organisational stability and growth.

The primary purpose of the Corporate Services team is to serve as the backbone of Austroads providing efficient and effective support to enable Austroads to provide authoritative, high-quality, practical and impartial advice, information, tools and services to members and the transport community.

Position Purpose

The Legal Counsel supports the General Counsel to provide legal advice, guidance and solutions to internal stakeholders. This includes drafting and negotiating contracts to facilitate Austroads' third-party relationships whilst appropriately managing risk across the organisation.

The Legal Counsel is a clear communicator with confident and engaging stakeholder management skills and high attention to detail. The role requires the ability to effectively prioritise and execute deliverables.

This role will work closely with all Austroads teams based in both Sydney and Melbourne.

Major Responsibilities/Accountabilities

The role is responsible for:

- Drafting, negotiating and advising on agreements with suppliers, other government entities and external stakeholders.
- Providing timely, clear, comprehensive and solution-focused legal advice to internal stakeholders to mitigate legal risk and support organisational outcomes.
- Advising on data and privacy law, intellectual property law, federal and state government policy and competition and consumer law as needed.
- Assisting the General Counsel to uplift and manage legal precedents.
- Delivering legal advice in a dynamic and complex working environment which can be politically sensitive.
- Liaising with external legal advisors as required, ensuring all necessary approvals.
- Contributing to legal education and continuous improvement and identifying ways to enhance value for Austroads' members and the public.
- Maintaining and adhering to Quality Systems processes and procedures associated with the role.
- Other duties as directed.

Key stakeholder interfaces

Internal

- General Counsel
- Paralegal
- CFO and GM of Corporate Services
- Austroads and TCA General Managers
- Program teams
- Technology and Security Teams

External

- The Commonwealth Attorney-General's Department
- Australian and New Zealand transport agencies and road managers
- Clients and suppliers
- Legal service providers

The Person

Qualifications, knowledge, and experience

The Legal Counsel will possess:

- 2-6 years' post-qualification experience (PQE).
- Proven experience in drafting and negotiating a wide range of contracts independently.
- Experience building strong stakeholder relationships and managing conflicting priorities.
- Excellent written communication skills.
- Relevant tertiary qualifications and admission as a legal practitioner in Victoria.
- An unsupervised practising certificate.

Experience in-house or in government, data, privacy or intellectual property law will be highly regarded.

Personal qualities

The incumbent will need to present a professional image and build strong relationships across the enterprise. Specifically, the role requires:

- A positive attitude with a willingness to “step in” and solve issues proactively.
- A high quality, service-focussed approach.
- Excellent organisational skills and attention to detail.
- Adaptive communication style.
- A commitment to ongoing professional development and learning.
- Comfort working in an environment which is constantly evolving.
- Strong professional ethics and integrity.

Capability Profile

Resilience and Courage	Is open and honest, prepared to express views, and willing to accept and commit to change. Maintains a positive attitude in the face of challenging situations.	Intermediate
Flexibility and Adaptability	Adjusts approach in line with changing priorities. Is open to acquiring and developing skills and knowledge, adapts to new ways of working or organise work to deliver results.	Intermediate
Critical Thinking and Problem Solving	Objectively analyses and evaluates available data, points of view, needs of stakeholders and potential solutions before recommending relevant actions or decisions.	Intermediate
Business and Commercial Acumen	Considers the principles, practices and standards, associated corporate services (e.g. finance, IT, HR) and commercial value in business operations.	Foundation

Communicating with Impact	Uses various communication media to convey information, ideas, and insights in ways that maximises understanding of key messages. Possesses good written and verbal communication skills.	Advanced
Political and Organisational Context	Understands the relationship between political dynamics, regulatory or legislative requirements and diverse stakeholder perspectives to ensure service need solutions are fit for purpose	Foundation
Project / Work Delivery and Management	Defines work activities required to deliver against outcomes intended, in line with agreed timeframes, resources, and ways of working. Understands and applies effective project planning, coordination and control methods.	Intermediate
Stakeholder Management	Identifies stakeholders impacted by decisions. Takes steps to keep interested parties engaged while managing expectations on outcomes	Intermediate
Customer Focus	Understands customer needs, applies skills, knowledge and experience to delivery high impact services that address those needs.	Foundation
Influence / Negotiate / Persuade	Gains consensus and commitment from others to promote the organisation's agenda and plans. Works proactively to anticipate and resolve issues and conflicts.	Intermediate
Working Collaboratively	Collaborates with others, demonstrating an understanding of their value to the organisation.	Intermediate