

Role Charter

POSITION:	ASSOCIATE LEGAL COUNSEL
Reports to:	Legal Counsel
Accountable to	Executive Manager People & Performance
Directorate:	People And Performance
Date revised:	April 2026

This role charter is a broad description of the accountability and duties of an employee of Maitland City Council. The role will evolve and changeover time, in line with the changing strategic and operational requirements and outcomes of the organisation.

Council has a set of Guiding Principles that assist staff to understand the behaviours that are expected to create an organisational culture that helps our customers and people thrive.

Our Guiding Principles are:



MAKE THINGS EASY

Do the hard work to make things intuitive for everyone.



BE WELCOMING

Care for everyone as people, not tasks or numbers.



BE OPEN MINDED

Listen to each other and work together to find solutions.



KEEP YOUR PROMISES

Follow through on your commitments to everyone.



LOOK OUT FOR ME

Thoughtfully anticipate what will make our days go smoother.

Primary Purpose

Supporting the Legal Counsel with the provision of in-house legal advice and ensuring Council operations are compliant with relevant legislation and regulations. Research and monitor relevant legislation and industry practice to inform Council's Policies and Protocols to ensure compliance with legislative requirements.

Core Accountabilities

1. Support Council's legal functions and assist the Legal Counsel to ensure Council meets all legislative and regulatory obligations related to its services and functions, including maintaining an accurate and contemporary advisory function.
2. Provide efficient legal advice and advocacy services to internal stakeholders on a broad range of in-house legal matters in relation to, but not limited to, Local Government, environment and planning, contracts and property law.

3. Assisting Legal Counsel and Contracts Manager with the review, negotiation and drafting of agreements, deeds, contracts, policies and procedures and general correspondence.
4. Maintaining and updating registers and documentation as directed by Legal Counsel for the accurate recording and reporting on legal matters.
5. Review and interpretation of documents associated with litigation such as correspondence, court documents and subpoenas.
6. Conduct research and analysis on legislation, regulations and contemporary Local Government issues, ensuring compliance with legislative requirements and obligations.
7. Develop and maintain productive, professional relationships with key internal and external stakeholders, management and colleagues.

Undertaking any other duties, projects or tasks as directed by the Supervisor which are within the employee's skills, competence and training.

The incumbent is to behave in alignment with Council's Guiding Principles, comply with the organisations policies and procedures and undertake training and development.

Essential Criteria

1. Degree in law and current Australian Practising Certificate.
2. Minimum of 2 – 5 years PAE.
3. Excellent written and verbal communication skills including the ability to draft complex legal documents such as letters of advice, correspondence, agreements, contracts, policies and procedures.
4. Proven ability to research, analyse and interpret information, legislation, policies and procedures.
5. Proven ability to work productively as a member of a team and develop strong relationships with stakeholders across all levels of the organisation.
6. High level computer literacy, including the ability to identify and implement changes to systems and processes.

Desirable Criteria

1. Demonstrated experience in an in-house legal or legal counsel role is highly desirable.
2. Demonstrated advocacy experience with appearances in court or tribunals.
3. Experience in government, administrative, planning and environment law, contracts, or litigation with a desire to develop further.

Date:

Agreed:

Employee Name

Employee signature