

Legal Counsel

Football NSW is the governing body for Football and Futsal in the Australian state of New South Wales, with the exception of the northern regions of NSW. Located in Glenwood, Sydney, Football NSW is a member of the national governing body, Football Federation Australia (FFA)

This is a newly created role that reports to and assists the Head of Legal & Governance in the provision of legal advice in relation to all aspects of the business of Football NSW. The Legal Counsel will also assist in the delivery of best practice and good corporate governance to Football NSW's members.

This opportunity would suit a qualified legal practitioner with at least 2-3 years' legal experience in either a reputable law firm, in-house and/or preferably in a sporting environment with exposure to all areas of law; particularly contract, corporate, intellectual property, sponsorship, venue hire, employment, insurance, litigation and general commercial matters. Candidates will have a demonstrated ability to manage competing priorities and activities at once while maintaining a high level of attention to detail. Well-developed written and oral communication, negotiation and relationship building skills are required, including the capacity to explain legal concepts in simple terms to people without legal experience. Experience administering and/or appearing before disciplinary tribunals is highly desirable.

This is a unique opportunity to manage and protect the interests of football organisations, clubs and players at all levels across NSW.

- Assist the Head of Legal & Governance in providing legal advice to Football NSW in relation to all aspects its business, including compliance, corporate governance, employment, litigation, intellectual property, insurance, privacy, procurement, venue hire and general commercial matters.
- Draft and negotiate Football NSW contracts, including sponsorship, venue hire, licensing, participation, service and partnership agreements.
- Manage Football NSW's contract management policy to ensure that there is discipline around the execution of contracts, the management of contracts (including the treatment of signed originals and monitoring of compliance) and the sign-off of contracts at the end of their term.
- Assist the Head of Legal & Governance to support and advise the Board in fulfilling its duties and responsibilities.
- Assist the Head of Legal & Governance Counsel with company secretarial matters.
- Act as Secretary to the Football NSW Executive Committee, including minute taking and responsibility for the Action Register.
- Manage the operation of the Football NSW Standing Committees to ensure compliance with the Football NSW By-laws.
- Assist the Head of Legal & Governance to provide support, education and resources to Football NSW members (i.e. clubs and associations) on all governance, risk and legal matters – ensuring they can use, demonstrate and act on best practice and good corporate governance.
- Manage all disciplinary and tribunal matters raised at Football NSW, including supervising the Football NSW Legal & Regulatory Officer, investigating matters and drafting and/or reviewing charges.
- Appear before the Football NSW General Purposes Tribunal and Appeals Tribunal in order to protect the interest of Football NSW and the sport of Football.
- Draft/review comprehensive written submissions for matters before the Football NSW General Purposes Tribunal and Appeals Tribunal.
- Liaise with a range of internal and external stakeholders including association and club representatives, tribunal and committee members and legal representatives to ensure the provision of quality tribunal services and that due process is followed.

- Assist the Legal & Regulatory Officer with the rollout of technology based systems to increase efficiencies in the running of all grievance and disciplinary matters. This will include the maintenance of a database to ensure the accurate recording of disciplinary decisions with a view to establishing a collection of precedents and the development and maintenance of a database of pro forma documents for use by Football NSW and its members.
- Provide support, education and resources to assist Football NSW's members provide transparent, effective and efficient disciplinary services to their members.
- Assist in the drafting of policies, rules and regulations.
- In association with the Head of Legal & Governance, develop strategies to enhance the administration of FFA and Football NSW's policies, rules and regulations.
- Actively participate in projects across the organisation that contribute to the development of practice standards, operational guidelines, and review mechanisms in order to facilitate effective and efficient services to Football NSW's members.
- Ensure the integrity of confidential information is maintained at all times.

Develop, maintain and improve all administrative processes to enhance the operation of the legal team, including document creation and management, coordination of meetings, maintenance of meeting records and filing.

ESSENTIAL SKILLS AND EXPERIENCE

- Bachelor degree, or higher, in law from a common law jurisdiction.
- Currently holds an unrestricted practising certificate in NSW.
- Minimum 2-3 years' experience as a lawyer and preferably some experience in sports law.
- Exposure to all areas of law, particularly contract, corporate, intellectual property, sponsorship, venue hire, employment, insurance, litigation and general commercial matters.
- Proven experience in providing quality legal advice, drafting, negotiating and managing contracts.
- Proven experience in the management of multiple and concurrent matters.
- Proven experience in administering and/or appearing before disciplinary tribunals is highly desirable.
- Understanding of Football regulations and regulatory procedures is desirable.
- Working knowledge of the requirements of contemporary sporting competitions and tournaments

OTHER REQUIREMENTS

- Flexible work hours will be required from time to time including night and weekend work
- Working with Children Number for paid workers
- Commitment to FNSW values, behaviours and culture
- Current driver's license
- Commitment to Football NSW values, behaviours and culture.

ATTRIBUTES:

- Ability to manage multiple priorities and competing deadlines.
- Highly developed written and interpersonal skills.
- Team player and excellent communicator.
- Ability to think, plan and act strategically.
- Proven ability to use excellent judgment and analytical ability to make rational and sound decisions.
- Ability to work to high ethical standards and provide quality service delivery to stakeholders and maintain a high degree of integrity.
- Strong attention to detail.
- Familiarity with IT and communication systems and platforms.

Empathy & Passion for Sport

- Appreciates the finer points of participating and competing.
- Makes decisions with the best interests of sport in mind.
- Has a good knowledge of sport in general.

If you have the skills and experience outlined please forward your resume and a cover letter addressing the above skills and experience, plus any other information that you feel is relevant to your ability to perform this role to recruitment@footballnsw.com.au

If you require any other additional information regarding this position please email: recruitment@footballnsw.com.au

We kindly ask agencies not to submit any resumes.