

Position Description

Position Title	Junior Legal Counsel
Position Number	30010637
Division	Chief Executive Office
Department	Office of the CEO
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest) Enterprise Agreement 2021-2025
Classification Description	Administrative Grade 3 -4
Classification Code	HS3 – HS4
Reports to	General Counsel
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement

Bendigo Health

With more than 5,000 staff and volunteers and covering an area a quarter of the size of Victoria, Bendigo Health, is an expanding regional health service offering the advantages of city life combined with the beauty and freedom that comes from living in a regional area.

Bendigo Health is a 700 bed service that treats more than 45,000 inpatients, triages more than 65,000 emergency attendees and welcomes more than 1,600 new born babies in a year. In addition more than 15,000 operations are performed in our operating theatres and more than 100,000 occasions of services are provided in our clinics to outpatients.

The organisation provides services in emergency, maternity, women's health, medical imaging, pathology, rehabilitation, community services, residential aged care, psychiatric care, community dental, hospice/palliative care, cardiology, cancer services and renal dialysis to the people of the Loddon Mallee region.

With our main campus based in Bendigo, our services extend throughout the Loddon Mallee with sites in areas such as Mildura, Echuca, Swan Hill, Kyneton and Castlemaine.

Demand on services is increasing rapidly with Bendigo being one of Victoria's fastest growing regional cities.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community

PASSIONATE – We are passionate about doing our best

TRUSTWORTHY - We are open, honest and respectful

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

The Chief Executive Office

The Chief Executive Office has overall responsibility for the delivery of the strategic plan and the operation of the entire organisation. The office includes the Chief Executive Officer, the in-house General Counsel, and the Loddon Mallee Health Network. The team work to support the entire organisation in their pursuit of the organisations vision of Excellent Care. Every Person. Every Time.

The Position

As Junior Legal Counsel, the role supports the General Counsel and senior medico-legal staff by providing legal assistance on medical and healthcare-related matters. The role plays a key role in reviewing contracts, assisting with medico-legal claims, and providing advice on clinical and health law issues. This role requires a basic understanding of clinical language and the healthcare regulatory framework.

Responsibilities and Accountabilities

Key Responsibilities

This position is required to;

- Assist the General Counsel in providing legal advice on a range of healthcare related legal issues
- Draft and review contracts, agreements, correspondence and other legal documents as required
- Research and provide advice on healthcare legislation and regulatory compliance
- Support the medico-legal team with medico-legal claims and litigation, coronial matters, and the provision of legal advice on a vast array of medico-legal related matters
- Liaise with clinical staff to understand and address legal issues in health care settings
- Act in accordance with Bendigo Health's vision and values
- Maintain accurate records, statistics and reports as required

Key Capabilities

- Ability to advise on a broad range of legal issues including but not limited to contracts, employment relations, property law, statutory immunity, freedom of information and privacy, medical treatment planning and decision-making, mental health and wellbeing related law, and regulatory matters.
- Statutory interpretation skills and Plain English drafting skills.
- Appreciation of government and community role and interests.

Personal Attributes

- High level of integrity and ethics.
- Commitment to professionalism and excellence in service.
- Excellent verbal and written communication skills.
- Lateral and strategic thinker.
- IT proficient.

Generic Responsibilities

Code of Conduct - The Victorian Government's Code of Conduct is binding on all Bendigo Health staff. Contravention of a provision in the code may constitute misconduct and/ or regarded as a breach of the employee's employment agreement and will be dealt with under the organisations Counselling and Disciplinary Action Policy.

Compliance with policies and procedures - All Bendigo Health's policies and procedures are set out in its clinical and managerial policy manuals located on the intranet under PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

Occupational Health and Safety - Every staff member has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with Bendigo Health's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

Infection Control - Every staff member has the responsibility to minimise incidents of infection/ cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in Bendigo Health's infection control manuals. Any breach in compliance may result in disciplinary action.

Confidentiality - All information concerning Bendigo Health, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

Quality Improvement - Bendigo Health is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a Bendigo Health employee you have a responsibility to participate in and commit to ongoing quality improvement activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Diversity – Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age and socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff.

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Key Selection Criteria

Essential

1. Bachelor of Law or equivalent tertiary qualification from a recognised university
2. Admitted to practice law as an Australian Lawyer, with a current practicing certificate (or ability to obtain) permitting the holder to practice as a legal practitioner in Victoria
3. Interest and experience in healthcare law or medico-legal matters, or similar related legal practice
4. Demonstrated strong research and communication skills
5. Excellent interpersonal and communication skills with all levels within the organisation
6. Ability to prioritise and work to set timeframes

Desirable

7. A basic understanding of clinical language is highly desirable.
8. PAE of 2 years (however candidates with less or more experience will be considered)

Mandatory Requirements

National Police Record Check A current and satisfactory National Police Record Check must be completed by all new staff prior to commencement at Bendigo Health.

Immunisation As a health provider dedicated to providing quality patient care, we all need to be aware of the critical importance of infection control. Each staff member has a responsibility to comply with Bendigo Health's Staff Immunisation Policy and various infection control policy and procedures. All staff are required to provide evidence of vaccinations prior to commencement at Bendigo Health

Registration with Professional Regulatory Body or relevant Professional Association The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.