



# HEAD OF LEGAL

## POSITION DESCRIPTION

### POSITION DETAILS

Job title	Head of Legal and Governance
Reporting to	Chief Executive Officer
Direct reports	Compliance Manager x1

### ORGANISATION OVERVIEW

City West Housing (CWH) is an independent not for profit housing provider with a focus on developing and delivering affordable rental housing. We invest in the communities in which we operate, working closely with a range of partners to build stronger communities. We are a Tier 1 registered community housing provider with strong development capability and a commitment to service delivery.

### OUR PURPOSE

To build stronger communities and improve people's lives by providing affordable housing.

### WORKPLACE VALUES

Our values inform the way we work and how we operate our business.

*Integrity: We act in accordance with our values by doing the right thing.*

*Compassion: We are genuinely concerned about people.*

*Inclusion: We seek to create a culture where everyone feels valued, heard and included.*

*Accountability: We will accept responsibility for our actions and behaviours, both as individuals and collectively.*

### PURPOSE OF THE POSITION

**Improve people's lives** by providing expert legal and strategic advice to the CEO and Board on property, development, finance, construction, planning and compliance matters, ensuring that risks are proactively identified and managed.

Be an effective member of the Leadership team, working collaboratively to ensure City West Housing meets its business objectives in accordance with its Strategic Plan and that it is a sustainable, ambitious, dynamic and successful organisation.



## KEY RESPONSIBILITIES

- Lead legal and provide governance input into organisational strategy, major projects and emerging regulatory issues across all facets of the business and its operations.
- Enable the achievement of the organisation's operations, compliance and strategic directions by providing practical legal advice to the CEO, Leadership Team and Board.
- Participate in legal negotiations and draft, review and negotiate contracts, ensuring contract risk allocation aligns with the organisations' risk appetite.
- Manage relationships with external law firms, ensuring value for money and high-quality representation.
- Support the administration of contracts across all business areas.
- Ensure compliance with organisational legal and statutory requirements, including the National Regulatory System for Community Housing, along with best practice and general duty of care.
- Provide Company Secretary support to the CFO as required.
- Identify legal and governance risks across the business and identify mitigation strategies.
- As a greenfield role, establish the in-house legal function within CWH, including reviewing existing and creating new frameworks, policies and processes to ensure the function's high performance and alignment with CWH's strategy and objectives.
- Support the organisation to achieve its strategic and operational goals by participating in projects and other tasks that support the organisation's success and your own personal development.
- Work collaboratively across the business to ensure collaborative and sustainable approaches to engagement, maximise resident satisfaction, and identify opportunities to enhance quality of living and overall resident satisfaction.
- Work collaboratively across the community housing sector to create networks and influence discussions and advocacy on key issues impacting CWH's operations.

## KNOWLEDGE, SKILLS AND COMPETENCIES

KEY REQUIREMENTS	DEFINITION
Qualifications / Experience	<ul style="list-style-type: none"> <li>▪ Bachelor of Laws (or equivalent).</li> <li>▪ Unrestricted Practising Certificate or ability to acquire one</li> <li>▪ A minimum of <b>8+</b> years post admission experience in a relevant industry (social/affordable housing, property, construction etc).</li> <li>▪ Demonstrated experience in-house (including on secondment).</li> <li>▪ Strong commercial acumen in one or more of the following areas: property, construction, development, finance or planning law including the management of complex transactions.</li> <li>▪ Demonstrated experience in managing risks, solving problems, and exercising sound judgement to balance legal, commercial and organisational priorities.</li> <li>▪ Proven ability to engage and manage external legal advisors, including development of scopes of work and oversight of performance.</li> <li>▪ Experience leading a small team to achieve.</li> <li>▪ e and communicate complex legal concepts/matters to non-legal stakeholders.</li> </ul>

<p>Coordination</p>	<ul style="list-style-type: none"> <li>▪ Ability to work autonomously, employ initiative to find solutions, prioritise and exercise discretion.</li> <li>▪ High level of proficiency with Microsoft Office software including Outlook, Word, Excel and PowerPoint.</li> <li>▪ Proven track record in stakeholder management, including an ability to foster and build strategic relationships with key internal/ external partners and stakeholders.</li> </ul>
<p>Leadership &amp; Management</p>	<ul style="list-style-type: none"> <li>▪ Act as a role model to promote a fair, equitable and inclusive workplace.</li> <li>▪ Espouse CWH values.</li> <li>▪ Provide staff leadership, engendering teamwork and collaboration.</li> <li>▪ Promote a safe, efficient, and effective work environment by promoting a positive, healthy, safe and innovative work environment.</li> <li>▪ Promote a harmonious and inclusive workplace free of discrimination, harassment and bullying.</li> <li>▪ Contribute to the development of a culture of continuous improvement.</li> <li>▪ Serve as a member of the Leadership Team contributing to whole of organisation strategy, budgeting and decision making.</li> <li>▪ Deliver on the key responsibilities of the role.</li> </ul>
<p>Dependability</p>	<ul style="list-style-type: none"> <li>▪ Take a proactive and flexible approach to work.</li> <li>▪ Take responsibility for own actions.</li> <li>▪ Demonstrated ability to work under pressure, multi-task conflicting demands, meet deadlines and work independently.</li> <li>▪ Punctual, reliable and professional.</li> </ul>
<p>Problem Solving</p>	<ul style="list-style-type: none"> <li>▪ Use reason supported by relevant facts to identify and resolve problems in a timely manner.</li> <li>▪ Demonstrated analytical thinking, problem solving and decision-making skills and ability to synthesise complex information.</li> </ul>
<p>Communication &amp; Interpersonal Skills</p>	<ul style="list-style-type: none"> <li>▪ Strong written and spoken communication skills.</li> <li>▪ Ability to manage highly sensitive and/or confidential information.</li> <li>▪ Display good emotional intelligence to foster positive relationships combined with the ability to deal with sensitive situations with tact and diplomacy.</li> <li>▪ Show respect and sensitivity diversity.</li> <li>▪ Build trust and credibility by meeting commitments and maintaining personal integrity.</li> <li>▪ Willingness to provide guidance and assistance to colleagues and work as part of a team.</li> </ul>