

## POSITION DESCRIPTION

# Senior Legal Coordinator

<b>Incumbent:</b>	<b>Job title:</b> Senior Legal Coordinator
<b>Reporting to:</b> Head of Governance & Legal	<b>Department:</b> Finance & Governance
<b>Salary/Classification:</b> Confidential	<b>Employment Status:</b> Full Time
<b>Direct Reports:</b> TBA	<b>Date:</b> September 2025

## Our Organisation

The Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) is the leading standards body responsible for the training and education of specialists and GP obstetricians in obstetrics and gynaecology in Australia and New Zealand.

RANZCOG is committed to the establishment and maintenance of the highest possible standards of practice in women's health and provides programs in training, accreditation and continuing professional development (CPD) that are responsive to the evolving health care needs of women.

RANZCOG supports research into women's health and act as an advocate for women's healthcare by forging productive relationships with individuals, the community and professional organisations, both locally and internationally.

## Our Values

- **Advocacy** – We are a leading voice for equity, social justice, policy and fairness.
- **Education** – We embrace the opportunity to learn, share knowledge and experience through innovation, discovery, and research.
- **Excellence** – We are committed to performance at the highest standard, in our work, training, research and support.
- **Integrity** – We act honestly, ethically and with accountability with everyone, and in everything we do.
- **Kindness** – We act with compassion and care towards ourselves, and one another
- **Respect** – We expect, and promote, inclusivity, valuing individual rights, beliefs and choices.

## The Team

The Governance and Legal team is a small dynamic team that works across all areas of the College. With oversight of the College Constitution, Regulations, policies and procedures, committee terms of reference, contract management and legal matters, the Governance and Legal Office is a busy hub that is central to the governance operations of the College. As the Office is full of activity and fast-paced, staff must have the ability to juggle numerous and competing tasks of a complex nature.

## Purpose of role

To assist the Head of Governance & Legal with the legal functions associated with the Governance and Legal Office to ensure operational efficiency.

## Key responsibilities

### Legal

- Provide support to the Head of Governance & Legal, including legal research pertaining to contractual precedents, policy reviews, complaints, and any other legal issues.
- Assistance with review and drafting of contracts, handling the contract management system, and other administrative functions associated with the Governance and Legal Office.
- Assist the Head of Governance & Legal with ensuring legal compliance by conducting audits based on Regulatory Standards and Statutory requirements.
- Supervise the Legal Coordinator/Officer by setting performance deliverables, monitoring deadlines and providing feedback.
- Coordinate committees managed by the Governance and Legal Office, which involves assessment of conflict of interest, compiling extensive documentation, and report writing that contains legal and Regulation considerations in relation to the:
  - Appeals Committee
  - Review Committee
  - Membership Review Committee
  - Progression Review Committee
  - Professional Standards Committee
- To act as the Complaints Officer, and be the primary point of contact, providing advice on complaint options to members and trainees on the complaints policy.
- Other duties as directed by the Executive Director of Finance and Governance, including providing support if required across all areas of the Finance and Governance directorate.
- To assist the Privacy Officer in providing advice on privacy compliance, including data handling and breach response. Support the implementation of privacy frameworks and training.
- Coordinate with external legal providers and manage legal budgets. Ensuring value-for-money and alignment with organisational priorities.
- To provide assistance with organising the Annual/Extraordinary General Meeting, including coordinating the meeting and preparing the notice of meeting and relevant documentation.

## Key Selection Criteria

The ideal candidate will have:

- Australian and New Zealand legal, regulation and legislation experience.
- Demonstrated management and successful delivery of multiple projects with overlapping schedules.
- Ability to use initiative and foresight to ensure effective delivery of areas of responsibility.
- Ability to respond quickly and creatively to unexpected and complex work demands and identify necessary legal, regulation and/or policy changes as required.
- Excellent organisational, and administrative skills, particularly with respect to accuracy and attention to detail.
- Demonstrated interpersonal skills and the ability to liaise and communicate effectively with a wide variety of stakeholders, individuals and groups.
- Highly developed verbal and written communication skills.
- A positive and flexible attitude to workplace responsibilities, with demonstrated initiative and a capacity to work independently and as a member of a team in an environment that deals with sensitive and confidential information.
- Familiarity with procedures for meetings and ability to record minutes where complex and confidential matters are being discussed.
- Resourcefulness and resilience: an approachable and tactful manner.
- Understanding or experience within a not-for-profit membership environment would be desirable.
- Proficient use of common computer applications, including MS Office.
- An interest in and commitment to issues concerning women's health.
- Ability to work some weekends and evenings – time-in-lieu will be available.

## Qualifications

As an ideal candidate you will have completed:

- Tertiary qualification in law and demonstrable experience in a legal environment or within a similar organisation.
- Demonstrable experience in managing subordinates.

## Key Challenges

Short, medium and long term goals:

- Delivery of effective legal support within a complex educational organisation.

## Outcomes

Efficient and effective support of all legal-related activities pertinent to the functioning of the Governance and Legal Office.

## Work Health and Safety

All employees have a personal responsibility to work safely and to abide by health and safety legislation, policies, rules and established safe work practices. All employees are responsible for their own safety and that of fellow employees.

## Declaration

I \_\_\_\_\_ acknowledge that I have read and understood the **Senior Legal Coordinator** Position Description

I accept that the Position Description may be subject to amendments and updating periodically due to organisational requirements.

Employee: \_\_\_\_\_ (signature)      Date: \_\_\_\_\_