

Position Description

Position Title:	Legal Counsel
Reports to:	General Counsel
Department:	Legal
Directorate:	Corporate Affairs
Cost centre:	R1810
Code & classification:	Grade 6 (HS6)
Employment conditions:	Health and allied services, managers and administrative workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025 and GV Health Policies and Procedures (and as varied from time to time)

GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds.

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

POSITION SUMMARY

The Legal Counsel provides high quality, practical, timely and considered legal advice, supporting the General Counsel in the provision of the full range of legal services to all areas of GV Health including its Board of Directors, Chief Executive, Executive Management Team, Foundation, and employees. The Legal Counsel is an integral part of the GV Health legal team, reporting to the General Counsel.

RESPONSIBILITIES AND DUTIES

The duties of the role include but are not limited to the following:

- To assist the General Counsel to provide legal advice and services to its Chief Executive, Executive Management Team and senior leaders on a wide range of matters including contract interpretation, health law, privacy, Freedom of Information, reporting obligations, consent to treatment, family law and children's law issues relevant to GV Health functions, corporate governance, commercial and regulatory issues, intellectual property and leases of real property, insurance, statutory interpretation, probity and procurement, policies and procedures;
- Keep up to date with changes in law affecting GV Health;
- Advise GV Health on medico-legal and general litigation matters, inquests and other inquiries, including by preparing advice and reports for the GV Health Executive and Board;
- Attend courts as required, including the Coroner's Court, Tribunals and Commissions;
- Advise and support clinical and other hospital staff in relation to court proceedings and the preparation of evidence to go before a court;
- Negotiate and draft a broad range of contracts, including contracts for services, supply, maintenance, IT and funding, memoranda of understanding, and leases and licenses;
- Provide advice in respect of GV Health's policies and procedures as requested and draft and review

policies where required;

- Ensure continuing professional development requirements are met at all times and contribute to Legal Services professional development;
- Undertake any additional tasks as directed by the General Counsel within the scope of the position and classification; and
- Deliver professional development for staff where required.

KEY SELECTION CRITERIA

Formal Qualification(s) and Registration(s) Requirements:

- Admission to practice in the Supreme Court of Victoria.
- Possess or be eligible to obtain a Victorian Practising Certificate from the Victorian Legal Service Board.

Essential:

- At least 4 years' post-admission experience in legal practice either in a well-regarded private legal practice, or in government or a substantial corporation.
- Ability to consult and collaborate with others and work as an effective member of a team to deliver organisational outcomes.
- Excellent communication skills, both written and verbal.
- Well-developed interpersonal and negotiation skills, including the ability to work collaboratively with a range of professional, medical and allied health staff and representatives of external agencies.
- Demonstrated ability to provide practical and timely advice, manage competing priorities and tight deadlines with a positive, 'can do' approach.
- Conflict resolution or litigation and/or regulatory experience.
- Current drivers licence.

Desirable:

- Experience working in a health setting or in the public sector highly regarded.
- Knowledge and experience of the law relating to the Victorian Public health sector, its legal challenges and its relationship with Government.

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful achievement of:

- Demonstrating of GV Health CREATE values and behaviours and being a role model for living the values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Provision of high quality, practical and timely legal services to GV Health's Chief Executive, Executive Management Team, Foundation, Board of Directors, and employees in respect of its activities.
- Reputation of GV Health maintained in respect to all legal issues.
- Proactive guidance of the organisation in relation to compliance with relevant legislation.
- Demonstrated pursuit of legal risk management activities so as to ensure GV Health complies with statutory obligations.

ALL GV HEALTH STAFF ARE REQUIRED TO

- Demonstrate GV Health's CREATE values and behaviours and being a role model for living the values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
- Develop and maintain collaborative relationships with all other teams and professionals;
- Promote and enable efficient teamwork and service provision both within the department and/or organisation and with other service providers;
- Contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
- Contribute to organisational quality and safety initiatives;
- Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
- Complete and maintain all mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
- Comply with requirements of the National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
- Comply with the principles of patient and family centred care;
- Not smoke or vape on GV Health premises;
- Comply with immunisation requirements as per the Victorian Department of Health Victoria;
- Comply with all applicable position pre-employment checks that are relevant to the role, which may include but is not limited to; police checks, Working with Children's Check (WWCC), National Disability Insurance Scheme (NDIS) and Aged Care screening requirements;
- In this role you may be exposed to traumatic material when reviewing medical records or providing advice about traumatic events experienced by staff or consumers. You may also occasionally interact with distressed, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. All staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment.

ACCEPTANCE:

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.



I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

Corporate Affairs	General Counsel
Reviewed by:	Virginia Campbell
Issue Date:	March 2026

ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: [Values and Vision - GV Health](#)

OUR STRATEGIC PLAN

The **Goulburn Valley Health Strategic Plan 2024-2026** provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

FOR MORE INFORMATION

Application tips: [Application Tips - GV Health](#)

GV Health: <https://www.gvhealth.org.au/about/>

Child Safety and Wellbeing: [Child Safety and Wellbeing - GV Health](#)

Living in Goulburn Valley: [Goulburn | Regional Living Victoria](#)

GV Community Connector: [Community Connector Program for Businesses](#)