

# Employment Information Kit

## Legal Counsel



## About this Information Kit

Thank you for your interest in employment with EastLink.

This Employment Information Kit provides you with the relevant information you need about this opportunity to help you decide whether to apply for this position.

Outlined in this document are details about EastLink, information about the recruitment department and position, the selection process and information on how to prepare your application.

You are encouraged to read this information carefully in order to develop an understanding of the requirements. You should assess yourself against the key selection criteria before deciding to apply for the position and prepare an application according to the guidelines outlined in this information kit.

## Recruiter Contact Details

Telephone enquiries for this position can be directed to Narelle Anderson on 9955 1700.

Unless otherwise stated, correspondence in relation to this position should be forwarded to:-

Human Resources  
EastLink  
2 Hillcrest Avenue  
(PO Box 804)  
Ringwood Victoria 3134

Candidate applications can be submitted via email in Microsoft Word or PDF format to [recruitment@connecteast.com.au](mailto:recruitment@connecteast.com.au)

## About EastLink

ConnectEast is the owner and operator of EastLink, Melbourne's second fully-electronic tollway and, since its opening in June 2008, already one of the busiest roads in Victoria.

EastLink comprises about 39km of freeway-standard road and connects the Eastern Freeway in Melbourne's east to the Frankston Freeway in the south. EastLink also includes the Ringwood Bypass and Dandenong Bypass as untolled additions to the state road network.

EastLink was delivered by ConnectEast under the Victorian Government's Partnerships Victoria framework with a construction cost of Au\$2.5 billion.

The motorway saves drivers valuable time and provides the fast-growing eastern and southern regions of Melbourne with a more efficient and accessible transport network, as well as a 35km shared bicycle and walking path for local residents, wetlands and revegetation of open space areas and parkland.

Currently EastLink employs more than 200 people in a range of highly specialised operational and support roles across the organisation including:

- Asset and Road Management
- Information Technology
- Corporate Affairs
- Customer Service
- Finance
- Operations
- Legal
- Human Resources
- Marketing
- Risk, Safety & Internal Audit

With the lowest private tolls in Australia, EastLink is committed to providing Victorians in Melbourne's rapidly growing eastern and south-eastern suburbs with an affordable travel option, supported by high quality and friendly customer service.



## Our Values and Behaviours

<p><b>Custodianship – We protect and enhance our assets and the environments in which we operate, recognising the interests of our stakeholders</b></p>	<ul style="list-style-type: none"> <li>• We manage and operate EastLink for the long term</li> <li>• We work efficiently, but we don't take short cuts</li> <li>• We care for our environment</li> <li>• We involve ourselves as a responsible member of the surrounding community</li> </ul>
<p><b>One team – We encourage and share ideas across the organisation and with others. We turn what we learn into smarter ways of working</b></p>	<ul style="list-style-type: none"> <li>• We work together, encourage each other and share knowledge and ideas</li> <li>• We communicate openly, honestly and treat each other with respect</li> <li>• We consider the whole of business when making decisions and avoid silo thinking</li> <li>• We challenge ourselves and others around us</li> </ul>
<p><b>Safety – We look after each other and everyone on EastLink</b></p>	<ul style="list-style-type: none"> <li>• We take responsibility for our own safety and encourage others to do the same</li> <li>• We implement the appropriate measures to do each job safely</li> <li>• We proactively report unsafe working conditions, work practices or behaviours</li> <li>• We provide motorists with a safe and positive experience that encourages them to use and recommend EastLink</li> </ul>
<p><b>Accountability – We communicate openly and deliver on our commitments and earn the same in return</b></p>	<ul style="list-style-type: none"> <li>• We accept responsibility for our decisions and actions</li> <li>• We deliver on the commitments we make</li> <li>• We conduct our business ethically and lawfully</li> <li>• We consider and actively manage risk in all we do</li> </ul>

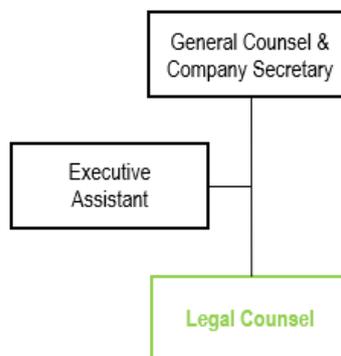
## About the Position

### The Department

The primary purpose of this role is to provide high quality, independent, timely and practical advice and assistance on legal matters to ConnectEast management and employees.

It is acknowledged that, when acting as a lawyer, the Legal Counsel is subject to legal and professional ethical obligations that override the Legal Counsel's duties as an employee.

The Legal Counsel reports to the General Counsel and Company Secretary. The reporting relationships are outlined below.



### The Position

The Legal Counsel is an autonomous role and has authority and responsibility to manage the way in which legal documents are prepared and in which significant legal issues are handled, subject to compliance with internal protocols. This includes authority to obtain external legal advice and assistance where required, in consultation with the General Counsel.

As the business continues to develop, the position will continue to evolve, and the incumbent will be expected to adopt a flexible approach to work requirements and to undertake new or alternative duties as required. The role requires a high level of independent judgement to be exercised in relation to legal matters and as such, the person must be able to make the best decision in a timely manner and be able to justify the reason for that decision to senior management.

## Role Responsibilities

Key tasks of the Legal Counsel role include but are not limited to:

- Provide high quality, independent, timely and practical advice and assistance on legal matters concerning the ConnectEast Group so as to appropriately manage the costs and risks of the ConnectEast Group.

This includes:

- proactively identifying legal and regulatory issues and developments and associated risks affecting ConnectEast
  - advising on, and assisting in the resolution or mitigation of, legal issues as identified or presented by others in the ConnectEast Group
  - negotiation and drafting of contracts and other legal documents
  - analysing and interpreting relevant legislation and corporate documents including the EastLink Concession Deed
  - identifying service and process improvement initiatives for the legal team
  - assisting the General Counsel as required, including in relation to planning matters and privacy issues
  - proactively monitoring and advising on the applicability of legislative and regulatory developments, and providing briefings to internal staff as appropriate
  - reviewing correspondence, marketing and customer materials
  - working with other ConnectEast staff to develop, implement and monitor appropriate policies and practices concerning legal matters and business dealings with customers, service providers, government and regulatory agencies
  - managing external lawyers as required to ensure the provision of timely and relevant advice to ConnectEast
  - developing and maintaining appropriate relationships or involvement with government, regulatory authorities, stakeholders and other parties having business dealings with the ConnectEast Group, professional and industry associations and other lawyers
- Specific responsibilities include:
    - developing and maintaining legal registers and the legal calendar
    - monitoring legal aspects of tolling enforcement matters and related court proceedings to maintain a high success rate
    - managing third party property damage claims, including dealings with motorists and their insurance companies
    - assisting with resolution of legal issues arising in relation to customer complaints
    - liaise with Councils in relation to legal issues
    - assisting with the duties of the Privacy Officer in accordance with the ConnectEast Privacy Policy and applicable legal requirements

## Key Selection Criteria

In addition to the behavioural competencies outlined in this document the key selection criteria is as follows:

### Formal Education

- Tertiary qualifications in law and admission to legal practice in Victoria
- Post graduate qualifications in Business or Law advantageous
- Current unrestricted practising certificate

### Work Experience

- Experience with a legal firm at or near Senior Associate Level or substantial previous experience managing matters autonomously with an in-house legal group
- Broad exposure to corporate and commercial legal work, preferably including contract negotiations and Corporations Act requirements
- Experience in legislative interpretation and planning matters

### Performance Measures

- Relationships with stakeholders, contract partners, management and employees
- To be determined in conjunction with the employee

## Key Competencies

Competency	Descriptions
Accountability	Accepts personal responsibility for the quality and timeliness of work. Can be relied upon to achieve results with little need for supervision.
Adaptability / Flexibility	Adapts easily to changing business needs, conditions and work responsibilities. Adapts approach, goals and methods to achieve successful solutions and results in dynamic situations.
Aptitude	Technically competent with an ability to grasp learning techniques to acquire and apply new knowledge and skills.
Attention to Detail	An attention to detail and ability to use data and information to form conclusions and make decisions.
Communication	Strong verbal and written communication skills including the capacity to effectively convey ideas and information in writing using language that is appropriate to both the complexity of the topic and the knowledge and understanding of the reader.
Compliance	Effectively persuade others to voluntarily accept recommendations or advice for the purpose of bringing them into compliance with regulations or policy. Complies with policy, procedures, workflows and instructions.
Ethics & Integrity	Earns the trust, respect and confidence of team members and customers through consistent, honesty, forthrightness and professionalism in all interactions.
Manage Multiple Priorities	Effectively organises multiple tasks / assignments, sometimes of a complex nature or involving competing priorities, to produce work that is accurate, thorough and on time.
Relationship Building	Builds constructive working relationships characterised by a high level of acceptance, cooperation and mutual regard.
Research	Effectively identify, collect, organise and document data and information in ways that make the information most useful for subsequent assessment, analysis and investigation.
Resilience	Deals effectively with pressure; maintains focus and intensity and remains optimistic and persistent, even under adversity. Recovers quickly from setbacks. Effectively balances personal life and work.
Tact & Diplomacy	Is discreet and diplomatic in handling matters that are sensitive and/or confidential in nature and responds in ways that reduces or minimises potential conflict maintaining good working relationships.

## Inherent Requirements

EastLink has identified the following inherent requirements that are essential for the effective and safe performance of this role.

### People

- Accessing, viewing and updating sensitive information which may relate to customers, employees and/or company intellectual property;
- Honest, trustworthy and high level of integrity;
- Interacting with colleagues and senior management from across the organisation;
- Interacting with suppliers and contractors providing a service to EastLink; and
- Working independently and also within a team.

### Work Environment

- Adjusting ergonomic equipment such as a computer and/or chair height which may be required due to sharing resources;
- Be eligible to hold a current security pass for EastLink workplaces;
- Working across multiple locations which requires travel between such locations;
- Working in a multi-story building;
- Working in an open plan office;
- Working within an audited work environment, receiving regular performance related feedback; and
- Meeting reasonable occupational health and safety standards which are in direct compliance with relevant laws.

### Resource Utilisation

- Using technology including photocopier, fax machine, etc;
- Using a telephone with handset or headset; and
- Using computer technology; including a large scale visual display unit, computer keyboard, mouse and/or scanner for extended periods of time.



### Physical

- Ability to speak and be clearly understood on the telephone;
- Being seated at a desk for prolonged periods of time while operating technology;
- Concentrating for reasonably long periods of time;
- Extended reaching;
- Keyboarding tasks;
- Listening, retaining information and understanding what is said; and
- Undertaking tasks which are visually demanding or critical for long periods of time.

## Eligibility to Apply

To be eligible for employment with EastLink, you must be an Australian citizen, an Australian permanent resident, a citizen of New Zealand who entered on a current New Zealand passport or a non-Australian citizen holding a valid visa with work entitlements.

## Key Selection Criteria

Advertised vacancies often attract a number of very good quality candidates so it is in your best interest to prepare an application that will demonstrate to EastLink that you are able to satisfy the requirements of the role.

Before you begin your application it is important that you read this document carefully and decide whether your skills and abilities match the requirements of the position. If you require additional information to make this assessment it is recommended that you phone Human Resources for a confidential discussion.

You may also wish to research additional information which may be sourced from documents found on our Internet site – [www.eastlink.com.au](http://www.eastlink.com.au)

The key selection criteria outlined in the advertisement and/or this document describe the essential areas against which EastLink will assess your employment application.

This is the most important part of your application as it is your opportunity to inform EastLink about your skills, abilities and experience. Under each key selection criterion you should outline your relevant skills and abilities and give relevant examples that demonstrate that you meet the requirement.

The information you provide against the key selection criteria will form the basis for short listing candidates for further consideration. It is important that you address each criterion thoroughly but succinctly and include only information that is relevant to the position.

## Helpful hints when addressing Key Selection Criteria

You should write a brief statement on each criterion which relates your experience to that criterion explaining how you possess those skills or knowledge, and positions or situations where you have used these attributes. It is advisable to use each of the selection criteria as a heading to logically set out your claim for the position, and use specific examples to demonstrate that you do meet the requirements of the position.

A recommended approach for addressing the selection criteria is to use the **STAR** model, which is:

**Situation** – provide a very brief outline of the situation or setting.

**Task** – outline what you did.

**Action** – outline how you did it.

**Result** – describe the outcomes. What did you achieve and the results of what you did.

Here is an example of how to frame your response to a selection criteria statement using the **STAR** model.

**Example: “Demonstrated capacity to communicate effectively”**

**Situation** – My role as Communications Advisor with ABC Enterprises.

**Task** – Ensure that all senior managers were kept informed of the status of projects in the various departments.

**Action** – Initiated online information paper, emailed to each senior manager. Took responsibility for writing lead articles. Obtained ideas and input from stakeholders to ensure articles reflected organisation’s needs (content, language, style, presentation).

**Result** – Feedback consistently excellent. Got achievement award for the initiative. Led to improved lines of communication with senior management and employees in the departments.

You can translate these notes into full sentence and paragraph form for inclusion in your written application.

Here is another example of responding to the selection criteria statement above but by presenting the details in paragraph form.

My ability to communicate effectively with a range of people was demonstrated in a temporary role as receptionist with XYZ Organisation. I dealt with members of the community, officers from the local council and government departments, and representatives from private businesses on a daily basis. I communicated with these people face to face, over the phone and through the use of email. As I was the first point of contact for the organisation it was very important that I was professional, courteous and helpful in my interactions. In recognition of my positive interpersonal skills my temporary position was extended for a further nine months.

Written applications that meet the essential selection criteria will be used as the initial basis for short listing applicants.

## **Submitting an Application**

Written applications are to be sent to the address nominated in the advertisement or this document. Your application must arrive before the advertised closing date to ensure consideration.

As outlined above, your application covering letter should contain statements addressing the selection criteria. In addition, a resume, which includes your personal particulars including day time contact details, employment history (list your most recent employment first), relevant qualifications and the names and contact details for at least three recent referees, including current manager or supervisor should also be provided.

Some things to remember:

- Be concise and organise your application
- Provide relevant examples when addressing the selection criteria
- Please don’t include copies of qualifications or certificates (these can be obtained later)
- If forwarding your application by mail, please don’t insert your application in folders, they are only discarded and disposed of prior to your application being considered

**Please be advised that applications which do not include a covering letter addressing the selection criteria and a current resume will not be considered.**

## Selection Activities

The selection process for this role consists of a number of important components all of which require success to be eligible for an appointment.

### Initial Screening

The selection process begins with EastLink reviewing your resume and making an assessment of your skills, knowledge and abilities giving consideration to your education, experience and employment history and assessing their relevance to the requirements of the position. It is important, therefore, that your application addresses all aspects of the selection criteria as clearly as possible. Spelling and grammar are an important element to your application, so you should review your application carefully prior to sending.



### Telephone Screening

Human Resources may contact you by telephone to discuss your application and the position further. This is your opportunity to represent yourself, and to discuss why you have applied for the position. You will be able to talk about your expectations and find out more about the position and work environment.

### Interview

Short listed candidates will be interviewed by a small selection panel at either EastLink's Ringwood Office or Mount Waverley Office, depending on the location of the role. If you have any special requirements (eg: disabled parking, wheelchair access) please contact Human Resources so that appropriate arrangements can be made.

The selection panel will ask you a series of behaviour based interview questions related to the selection criteria. At the interview, the panel will be seeking to determine your relative strengths and weaknesses in relation to the position by asking you about specific examples or occasions when you have displayed the required competencies.

You will have the opportunity to ask questions, given the chance to demonstrate your interest in and understanding of the position and its duties. You should allow up to an hour and a half for an interview. It isn't necessary to bring anything with you to the interview.

Candidates short listed at this stage of the selection process may be required to attend a second round interview.

### Technical Skills Assessment

Short listed candidates may be requested to complete a technical competency assessment following the interview.

## **Pre-Employment Checks**

EastLink is committed to providing a safe and healthy working environment for its employees, contractors and visitors. To achieve this, EastLink strives to ensure that employees are not required or permitted to undertake work for which they are not suited and to take appropriate measures to allow work to be done in a manner which will not put any person at risk to their health and safety.

To assist EastLink in achieving this objective, short listed candidates will be required to complete a pre-existing health declaration and must disclose any/all pre-existing injuries or diseases suffered, which, they reasonably believe could be accelerated, exacerbated, aggravated or caused to recur or deteriorate by them undertaking this role.

Short listed candidates may be required to undergo a vision assessment by an Optometrist and a hearing assessment by an Audiologist prior to commencing employment. The cost of this consultation will be met by EastLink.

## **Referees**

In accordance with EastLink policy a minimum of three (3) professional referees are required. This should include, where practicable, the most recent manager / supervisor who can be contacted to discuss the employment application.

## **Eligibility for Appointment**

Candidates who complete the selection process and meet all the selection criteria will be eligible for appointment with EastLink. Where there are more eligible candidates than available positions, offers of employment will be extended to those candidates whose attributes are most closely aligned with the organisation's requirements.



## **Other Information**

### **Position Status**

This position is offered on a permanent full-time basis.

### **Remuneration**

The total remuneration, which includes superannuation, offered for this role will be negotiated with the employee.

### **Commencement**

The position is available for an immediate start.

### **Proof of Entitlement to Work**

Upon commencement of employment with EastLink all new employees will be required to confirm their identity and present proof of entitlement to work in Australia. The following documents will be accepted:

- Australian birth certificate
- Australian citizenship certificate
- Certificate of evidence of citizenship
- Australian passport
- Valid visa with permission to work

### **Probation**

All new employees of EastLink will be subject to a probationary period of three (3) months. Confirmation of continuing employment beyond the end of the probationary period will be provided before the expiry of the probationary period and will be contingent upon satisfactory performance, satisfactory behaviour and meeting any necessary security clearance or other specified employment pre-requisite requirements.

### **Police Check**

Successful applicants shall be required to consent to, and satisfactorily complete, a criminal history check upon commencement of employment at no cost to the employee.

### **Location**

This role will be based at EastLink's Head Office in Ringwood and the incumbent may be required to travel or transfer between locations to the extent needed to effectively carry out the responsibilities of the role.

### **Hours of Work**

Ordinary hours per day will generally be 7.5 hours. However, the successful applicant may be expected to work hours as is reasonably necessary for the proper performance of their duties whether during or outside normal business hours.

## Travel

Travel expenses, as per EastLink policy will be reimbursed to employees requested to attend a location that is not their normal work location. The amount paid for motor vehicle expenses will be based on the Australian Taxation Office provided schedule and will be calculated on the additional distance they are required to travel over and above their normal travel between home and work.

## Qualifications

If you list formal qualifications on your application, please note that you may be required to provide the original qualifications at any time during the selection process.

However, if you are the successful applicant, either on engagement, promotion or transfer, you will be required to provide the original qualifications prior to commencement in the position.

## Work Life Balance

A number of initiatives have been introduced across the organisation which demonstrates our commitment to work life balance. These initiatives are underpinned by our values and behaviours and are embedded in policy and procedural arrangements and the *ConnectEast Customer Operations Employees Collective Agreement 2013*.

EastLink is committed to conditions of employment that support employees to achieve a successful work life balance through diversity of choice with regards to work patterns and a range of leave arrangements to enact the *Time Better Spent* philosophy of a better balance of work, family and lifestyle commitments benefiting employees and the organisation.

Some of the arrangements that EastLink supports include:

- Flexible Working Hours
- Part Time Work
- Job Share
- Internal Promotional Opportunities
- Time in Lieu
- 48/52 Leave



## Benefits

EastLink also offer a range of benefits to enhance the employment experience of its people which may include:

- Employee Tolls Reimbursement
- Fruit in the Workplace
- Health & Wellbeing Program including health assessments
- Employee Assistance Program
- Social Club
- Discount Employee Benefits
- Subsidised Study Fees

### **Smoke Free Workplace**

The health dangers associated with active smoking are well known. ConnectEast also recognises that passive smoking may be hazardous to health and that non-smokers should be protected from the involuntary inhalation of second hand tobacco smoke.

EastLink is a smoke free environment and smoking on Eastlink work premises is not permitted.