

Manager's Name:

Employee's Name:

Date:

Title	Role Purpose	Key Outcomes	Impact	Knowledge, Skills & Experience	Competencies
Legal Counsel	Provides legal advice and services to ensure customer satisfaction and mitigation of legal risk through the FPH business.	<ul style="list-style-type: none"> ▪ Liaise with FPH business partners as directed to identify and clarify legal needs in order to prepare appropriate legal documents and contracts. ▪ Liaise with FPH business partners and investigate business issues in order to provide commercially appropriate advice on legal and other risk consequences. ▪ Determine the risks posed by FPH non compliance and determine actions to appropriately address issues and ensure risk and commercial outcomes are effectively balanced. Review and approve changes and developments to internal FPH processes and products to effectively manage legal risk. ▪ Educate internal customers on legal risk and compliance issues, or legislative changes that affect FPH to ensure the business is adequately prepared to meet legislative requirements. ▪ Assess contractual liability and risks to ensure business risks are understood, and highlighted. ▪ Maintain knowledge of legal requirements and identify when overseas or specialist legal expertise is required to ensure legislative requirements are adhered to. ▪ Promote the role of the legal department in FPH to ensure legal advice is sought and valued by the business to minimise risk. ▪ Provide guidance to the Legal PA to assist in managing workflow, professional learning and development and contribute to the functioning of the legal department. ▪ Brief external providers and monitor outcomes to ensure the provision of specialist legal support is timely, valid and appropriate. ▪ Monitor patient injury complaints and participate in managing notification of regulatory bodies to effectively manage litigation risk. ▪ Participate in the management of legal claims against FPH to ensure effective investigation, litigation and settlement outcomes. 	<ul style="list-style-type: none"> ▪ Ensure appropriate contract cover to provide clarity and protection for FPH. ▪ Availability and appropriateness of legal advice. ▪ Provision of advice and services to protect FPH from legal risks. ▪ Assist to ensure FPH is legally compliant globally. ▪ Contribute to the management and mitigation of the threat of litigation. ▪ Deliveries of legal support through various project steps. 	<ul style="list-style-type: none"> ▪ Tertiary qualification (LLB) ▪ At least 3 years corporate or commercial law experience. ▪ Experience with large legal practice ▪ Practising certificate ▪ Attention to detail ▪ Analytical skills ▪ Effective verbal and written communication skills ▪ Interpersonal skills 	<ul style="list-style-type: none"> ▪ Commercial Awareness L1 <hr/> <ul style="list-style-type: none"> ▪ Taking Ownership L1 <hr/> <ul style="list-style-type: none"> ▪ Influencing for End Results L2 <hr/> <ul style="list-style-type: none"> ▪ Customer Focus L2 <hr/> <ul style="list-style-type: none"> ▪ Courage & Confidence L3 <hr/> <ul style="list-style-type: none"> ▪ Intellectual Curiosity L3 <hr/> <ul style="list-style-type: none"> ▪ Results Orientated L2 <hr/> <ul style="list-style-type: none"> ▪ Base <ul style="list-style-type: none"> - Understanding Others - Tenacity

