



Position Description

Title: Legal Counsel Reports to: Legal Counsel & Senior Manager Location: Sydney Employment Type: Permanent Full Time Date: January 2010	
Role purpose: To contribute to the vision, reputation and integrity of ASX through the provision of timely and accurate legal advice in supporting ASX Group's business units.	
Dimensions: (E.g. budget, number of direct/ indirect reports) N/A	Organisation Structure: Division: CEO/Corporate Office Business Unit: Legal
Key Accountabilities: <ul style="list-style-type: none"> • Provide soundly based legal advice in relation to a range of commercial and licence related matters of the ASX Group, including: <ul style="list-style-type: none"> ○ Advising in relation to a range of commercial transactions such as: <ul style="list-style-type: none"> ▪ drafting, reviewing and negotiating agreements in a range of areas including technology, financial services and general corporate and commercial matters ▪ providing legal advice to business development in relation to product development ○ Advising in relation to major contracts including third party contracts ○ Drafting and amending operating rules ○ Drafting public exposure documents, submissions and rule lodgements ○ Participation in project teams, including legal representation on cross business projects ○ Dealing with regulators including ASIC, RBA and Treasury • Provide legal support to Company Secretariat • Review of claims and liaison with insurers where appropriate • Managing Subpoenas and Notices to Produce • Contribution to knowledge management • Deliver presentations to internal and external parties • File management • Participation in strategic and efficiency projects within the legal division 	
Performance Measurement (to be agreed)	

Person Specification

Experience / Knowledge:

Essential

- 4-6 years legal experience
- Corporate, commercial, financial services or commercial litigation background
- Experience gained in a law firm, with in-house legal experience desirable
- Technical expertise gained in any of the following:
 - major transactions
 - corporate
 - banking & finance
 - property or construction
 - litigation
 - major technology contracts
 - company secretarial practice
- Willingness and demonstrated ability to adapt legal skills to new areas of practice
- Good academics
- Ability to apply legal skills to solve problems in different areas of law
- Commercial focus

Results

- Track record of outstanding customer service, high performance achievement and excellence.

Skills

- Superior technical, analytical and problem solving skills
- Excellent written and oral communication skills
- Excellent organisational skills
- Ability to work autonomously
- Excellent relationship skills including the ability to negotiate and influence with internal and external stakeholders
- Computer literate: Word, Excel, PowerPoint

Innovation

- Ability to innovate, manage and implement change

Key Competencies:

Essential

- Legal analysis & research
- Drafting
- Communication
- Interest in financial services
- Attention to detail

Person Specification (cont.)

Personal Attributes:

Essential

- Team player
- Strong interpersonal skills
- Strong organisational skills
- Flexible
- Self motivated
- Responsible
- Flexibility and a willingness to innovate
- Loyalty and commitment
- Integrity
- Excellence
- Ability to work under pressure
- Resilience