

Position Description

Legal Services Officer

Our Vision

Northern Inland Credit Union (NICU) is committed to helping its Members find smarter ways to manage their money by offering smart financial solutions and building strong, enduring relationships. This shapes products and service delivery and drives the core strategic objective to achieve Main Financial Institution status with Members. By encouraging new Member growth, increasing the value of existing Members and exceeding Member expectations through personalised service and innovative technology, NICU is committed to being the premier local alternative to the big banks in north western NSW. NICU seeks team members who are committed to operating in a Member-centric environment.

Job Purpose

The Legal Services Officer (LSO) plays a critical role in ensuring legal compliance and risk management within NICU. The role involves providing legal advice and support to various departments within the organisation, ensuring that all activities and transactions adhere to relevant laws, regulations, and internal policies. As the Legal Services Officer, your responsibilities will encompass a broad spectrum of legal matters, ranging from regulatory compliance to contract negotiations and dispute resolution.

Required Smart Values

The Legal Services Officer delivers a superior level of service to colleagues, Members and stakeholders via:
* **Smart Solutions** * **Motivation** * **Achievement** * **Relationships** * **Team**.
Refer to the Employee Handbook on the NICU Staff Hub.

Responsibilities

The Legal Services Officer takes an active role in ensuring compliance with laws and regulations while protecting NICU's interests, and key responsibilities include:

Legal Documentation Management

- Reviewing, drafting and negotiating a variety of contracts, including loan agreements and vendor contracts
- Ensuring that contractual terms and conditions are legally sound and protect the interests of NICU
- Providing guidance to business units on contract-related matters, including rights and obligations
- Proofing advertising materials, documents, correspondence and Member communications.

Regulatory Compliance

- Staying abreast of developments in laws, regulations and standards applicable to the banking industry in Australia
- Collaborating with regulatory agencies, legal and government authorities as necessary
- Managing Power of Attorney processes and controls
- Advising staff and management on corporate governance matters, including NICU policies, procedures and regulatory compliance.

Dispute Resolution

- Managing legal disputes involving NICU, including but not limited to Member complaints, regulatory investigations, and contractual disputes
- Working with external legal counsel when necessary to manage legal matters including negotiations, mediations, arbitrations, and court proceedings.

Legal Research and Analysis

- Conducting legal research on relevant issues affecting the banking industry, including case law, statutes, and regulatory guidance
- Analysing legal developments and their implications for NICU's operations
- Preparing legal opinions on legal issues for internal stakeholders.

Refer to the matrix of operational policies and procedures for specific functions, activities and tasks.

Risk Management

Ensures controls are applied in accordance with Board and operational policies and procedures, particularly with regard to material risks, as identified in the Risk Register within the Board-authorized Risk Management Strategy, for which the Legal Services Officer has a detection, monitoring, escalating or risk ownership aspect.

As an owner of material risks, effectively discharge monitoring, management and reporting obligations, including raising awareness amongst NICU stakeholders and proactively identifying and treating future or impending risks.

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Position Parameters

- Performs tasks and service requirements with due diligence within the guidelines as set by management
- Actively supports the managerial control and operations of Northern Inland
- Operates in accordance with policies, procedures and deadlines
- Uses discretion within area of delegated authority to achieve task outcomes
- Undertakes required training and skills development opportunities
- Participates in projects and continual improvement and risk management processes
- Provides supportive and meaningful guidance to management and staff as required
- Other responsibilities and duties within their skills, qualifications and experience.

Performance Review

Regular reviews against Northern Inland's objectives and values and position's objectives and competencies set by management.

Employment Conditions

Appointed by	CEO
Reports to	CEO
Hours of work	Minimum part-time, 3 days per week, with reasonable additional hours as required and with reasonable notice.
Location	12 Perkins Street, Newcastle NSW 2340.
Remuneration	Minimum Level 6, Banking, Finance and Insurance Award. Commensurate with qualifications and experience. Superannuation: contributions paid by Northern Inland in accordance with the Superannuation Guarantee scheme.
Leave	In accordance with the Award. Fulltime: 4 NICU Personal Leave Days per calendar year, accruing one per quarter; not cumulative. 1 Personal Leave Day in lieu of Bank Holiday per calendar year; not cumulative.

Inherent and desirable criteria

Essential	Fit & proper: Clear APRA, ASIC and criminal history checks
	General: Presence on site during business hours. Ability to carry up to 5kg over short distances using manual handling aids.
	Qualifications & Experience: <ul style="list-style-type: none"> • A tertiary qualification in Law or a related field • Appropriate qualifications and skills to provide effective advice and support to senior management • Prior experience in a legal/compliance role • Some exposure to banking laws or financial regulations is preferred.
	Skills: <ul style="list-style-type: none"> • Strong attention to detail and organisational skills • Excellent written and verbal communication skills • Proficiency in Microsoft Office suite (Word, Excel, Powerpoint, Outlook) • Ability to communicate legal concepts effectively to non-legal stakeholders • Demonstrated ability to work both independently and collaboratively as part of a team.
	Attributes: Professional appearance. Attention to detail. Positive work ethic and demonstrated experience in interacting with team members to achieve strategic objectives. Solution-driven with a high level of initiative. Ability to multi-task.
Desirable	Prior financial services experience.

Effective: 12 March 2024

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SMART THINKING

I have read this Position Description. I agree to comply with its provisions. I am of good fame and character. I am a fit and proper person to carry out my obligations in an honest and fair manner. I am not an undischarged bankrupt. I undertake to advise NICU of any matters which may lead to a conflict of interest arising from my continued appointment. I acknowledge my continued appointment is subject to fit and proper checks, verification of my qualifications, and independent reference checks.

Name: Signature: Date: