

# GOVERNANCE & LEGAL MANAGER



**Victor Chang**  
Cardiac Research Institute

- Research & Corporate Governance and Legal role
- Part time – 4 days per week
- Help the 3.7 million Australians affected by cardiovascular disease
- Inner city location, close to public transport

## About us

The Victor Chang Cardiac Research Institute is dedicated to finding cures for cardiovascular disease through world class medical research. Established in 1994, it is the legacy of legendary heart transplant surgeon Victor Chang. Renowned for the quality of its breakthroughs, the Victor Chang Institute is working to discover better ways to diagnose, treat and ultimately prevent the onset of heart disease.

## The role

The Governance and Legal Manager will act as the Institute's primary legal advisor and will be responsible for the provision of a broad suite of legal advisory and governance (both research and corporate) activities.

Reporting to the Chief Operating Officer, the position will work closely with the Institute's Faculty and Operations Managers. This role will provide strategic advice and negotiation support, ensuring that the Institute is well-placed to meet its strategic objectives in a sustainable and ethical manner. The role will also interact with a range of external stakeholders including UNSW, our precinct partners (Garvan Institute of Medical Research and St Vincent's Hospital), the Association of Australian Medical Research Institutes, other medical research institutes, external legal counsel and consultants.

### Duties and responsibilities include:

- Providing high quality legal advice on legal and regulatory issues related to the Institute
- Intellectual Property (IP) management including IP commercialisation, assisting with the identification and protection of novel IP and participation in all potential collaborations where IP may be involved
- Negotiating, drafting and reviewing contracts involving the Institute including Material Transfer, Confidentiality, Licensing, Lease, Collaborative research

and Funding Agreements

- Mitigation and management of corporate risk including compliance with legal obligations as part of the risk management framework
- Development, management and implementation of the Institute's governance policies and protocols and the provision of associated advice
- Management of the Institute's research integrity by ensuring compliance with the Institute's obligations relating to research including human ethics requirements, authorship, publications and research data management
- Drive and maintain the Institute's privacy framework to ensure compliance
- Assist with administrative functions for Company Secretarial and Board

## About you

### We would like to meet you if you have:

- Tertiary qualification(s) in law and admitted to practise as a solicitor in NSW, holding a current practising certificate
- 8 years' experience gained from a combination of private practice and in-house roles and demonstrated experience in general commercial law, privacy and IP
- Extensive experience in reviewing, drafting, and negotiating contracts, and general corporate matters including matters relating to governance and risk management
- Exceptional writing skills, including expertise in writing reports, letters, policies, deeds, agreements, contracts, documents, internal and external communications
- Excellent oral communication skills and an ability to express complex concepts and present complicated issues clearly, concisely and succinctly

Passion • Courage • Integrity • Curiosity • Teamwork • Respect

**How to Apply:** • For further information about the role, please visit our website – [www.victorchang.edu.au](http://www.victorchang.edu.au)

- If you would like to apply for this role, please send your cover letter, resume and contact details for two referees to [recruitment@victorchang.edu.au](mailto:recruitment@victorchang.edu.au)

**Closing date:** Friday 18 December 2020

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- Strong problem solving, analytical skills, and strategic thinking with the ability to be flexible and adaptable in the face of changing organisational priorities and ambiguous external environments
- Excellent interpersonal skills and the ability to work autonomously, in small teams, and with a wide range of varying stakeholders with a demonstrated ability to act with integrity in all matters
- Experience within a medical research institute and/or the not-for-profit sector will be advantageous
- Experience in data governance will be highly desirable

## What we offer:

- Salary packaging
- Stimulating work setting focussed on cutting edge medical research
- Collaborative team environment

We strive to ensure our staff and students enjoy a great working environment. We value and are committed to providing a working environment that embraces diversity and gender equity and promotes flexible working arrangements for staff to balance working requirements and personal needs.

**Come and work with us & help make a difference.**

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