

**Position details**

<b>Title of Position:</b>	Law Clerk
<b>Reports to (position title):</b>	Deputy General Counsel
<b>Division:</b>	Legal
<b>Function:</b>	Assurance
<b>Number of Direct Reports:</b>	Nil
<b>Grade:</b>	1

**Health, Safety & Wellbeing**

*ElectraNet is committed to co-creating a workplace of choice and enriching the communities in which we operate.*

As an industry leader, ElectraNet is at the forefront of the clean energy transition. We are socially and environmentally ambitious, and our continued commitment to developing, operating and maintaining our network in a way that creates opportunities for people and nature to thrive is essential to achieving our vision of energising South Australia's Clean Energy future.

Our commitment also drives our focus to create a physical and psychosocial environment that supports the health, safety and wellbeing of our people.

We all contribute to ElectraNet's workplace culture and have a duty of care to ourselves and one another to work safely, assess and manage risk, courageously speak up and promptly report any unsafe working practices, hazardous working conditions or security threats and to collectively learn and grow from every opportunity.

**Position Overview**

The Law Clerk is accountable to the Deputy General Counsel and assists with the provision of reliable, accurate and timely advice to internal stakeholders on legal issues and potential legal implications to protect the business decisions and ensure ElectraNet meets its operational business objectives. This role will support the provision of legal advice, support, and services in the following areas:

- Research;
- Contract preparation and execution;
- Corporate and commercial transactions;
- Legislation and regulatory advice; and
- Policies and procedures.

Success in this role is characterised by the ability to work with accuracy and timeliness, demonstrating resourcefulness and initiative, the ability to problem solve and prioritise tasks and provide support to the Legal team to deliver outcomes.

**Key Responsibilities****Operational & Technical**

Working under general supervision, you will be accountable for tasks such as:

- Administration of all aspects of contract execution.
- Provide support for ElectraNet's legal compliance activities.

- Assist with drafting legal advice and contracts, and supporting the Legal team with contract negotiations, in a wide range of legal practice areas, including general commercial, construction, property, environmental, native title and cultural heritage, procurement, IT, regulatory, and legal compliance.
- Assist with legal compliance reporting and risk management.
- Assist with dispute resolution, undertaking research regarding claims and litigation as required;
- Support the development, maintenance and continual improvement of business frameworks, registers, systems, databases, policies, procedures and processes.
- Assist in the preparation of correspondence and documentation including: letters, contractual notices, reports, submissions, presentations, minutes and memorandums.
- Ensure systems and records are maintained accurately and up to date.
- Maintain currency and relevance of Divisional content on the intranet site (Maxwell).
- Perform other duties, commensurate with skills and classification level, as required.

#### Behavioural

- Build and maintain strong working relationships with and between internal and external stakeholders, delivering a high level of customer service.
- Create and develop a respectful workplace environment that values cultural diversity, innovation, open discussion and cross functional collaboration to help drive high performance.
- Lead by example; role model desired behaviour and priorities, demonstrate personal accountability for self-development and for achieving quality and timely result.
- Demonstrate behaviour that is consistent with ElectraNet's values, Code of Conduct and Acceptable Use of Technology Resources Policy while performing the role in a professional and ethical manner.
- Promote safe work practises that support the safety of all workers and the security of ElectraNet's assets, proactively reporting safety incidents, near misses and security threats.

#### Significant Working Relationships

- Legal Team
- Executive Management Team and Executive Assistants
- Other ElectraNet leaders and teams
- External Customers, Contractors and Suppliers

#### Equipment & Technology Used

- Microsoft Office suite of products (Intermediate to advanced skills)
- File management system (Sharepoint, Opentext)
- Project management system (PSA, SPF, ElectraNetConnect)

#### Selection Criteria

##### Knowledge & Experience

###### Essential

- The desire and ability to acquire technical and business knowledge and skills
- The ability to build and maintain collaborative relationships with internal and external stakeholders, including customer service skills.
- Demonstratable written and verbal communication skills.

- Strong attention to detail, analytical, planning and organisational skills with a continuous improvement focus.
- Demonstrated ability to adjust to competing deadlines and manage multiple projects and tasks simultaneously.
- Demonstrated positive and flexible attitude with a willingness to take on a wide range of tasks.
- A proactive and adaptable approach to working within a dynamic team environment.
- Proven ability to use professionalism, tact and discretion in dealing with sensitive and confidential matters.

**Desirable**

- Previous experience in a law clerk or related role.

**Qualifications**

- Tertiary qualification in Law or nearing completion (essential)

**Background Checks**

- Pre-employment checks, including background and security checks (such as global criminal checks) are required for this position, completed prior to commencement and repeated on a regular basis after appointment.

**NOTE:** Copies of the above listed qualifications/licences/certificates are required as evidence on appointment.