**Position Family: Legal, Compliance & Procurement**

*Compliance*

Head of Compliance [LGL.25001.6](#bookmark297)

Compliance Manager [LGL.25001.5](#bookmark298)

Senior Compliance Officer [LGL.25001.4](#bookmark299)

Compliance Officer [LGL.25001.3](#bookmark300)

*Contracts Administration*

Contracts Administration Manager [LGL.25002.5](#bookmark301)

Team Leader Contracts Administration [LGL.25022.4](#bookmark302)

Senior Contracts Administrator [LGL.25022.3](#bookmark303)

Contracts Administrator [LGL.25012.2](#bookmark304)

*Legal*

Chief Legal Counsel [EXE.LE010.7](#bookmark305)

Senior Legal Counsel [LGL.25009.6](#bookmark306)

Legal Counsel [LGL.25009.5](#bookmark307)

Senior Lawyer [LGL.25009.4](#bookmark308)

Lawyer [LGL.25009.3](#bookmark309)

Entry Level Lawyer (Graduate) [LGL.25109.2](#bookmark310)

Senior Paralegal [LGL.25008.3](#bookmark311)

Paralegal [LGL.25009.2](#bookmark312)

Junior Paralegal [LGL.25009.1](#bookmark313)

Legal Secretary [LGL.25209.2](#bookmark314)

*Litigation*

Head of Litigation [EXE.LE040.6](#bookmark315)

*Purchasing/Procurement*

Functional Lead Purchasing/Procurement [EXS.85505.6](#bookmark316)

Purchasing/Procurement Manager [LGL.25010.5](#bookmark317)

Purchasing/Procurement Team Leader [LGL.25012.4](#bookmark318)

Contracts Negotiator [LGL.25002.3](#bookmark319)

Senior Purchasing/Procurement Officer [LGL.25016.3](#bookmark320)

Purchasing/Procurement Officer [LGL.25011.2](#bookmark321)

*Quality Assurance*

Corporate Quality Manager [ADM.40090.6](#bookmark322)

Corporate Quality Assurance Manager [PRO.90807.5](#bookmark323)

Corporate Quality Assurance Consultant [PRO.90807.3](#bookmark324)

Corporate Quality Assurance Coordinator [CSP.35019.2](#bookmark325)

*Regulatory Affairs*

Head of Regulatory Affairs [EXE.LE050.6](#bookmark326)

Regulatory Affairs Manager [LGL.26001.5](#bookmark327)

Senior Regulatory Affairs Specialist [LGL.26001.4](#bookmark328)

Regulatory Affairs Specialist [LGL.26001.3](#bookmark329)

# Position title: Head of Compliance

**Aon Position code: LGL.25001.6**

**Level: 6**

**Responsible for**

Ensuring all external regulatory frameworks and policies are complied with by the business operations within reasonable risk and parameters.

# Report to

General Manager.

# Supervises

State Compliance Managers.

# Main activities

* + Identifying all appropriate external regulatory and compliance frameworks and ensuring compliance by the business.
  + Developing and recommending compliance policy and processes which are adequate to meet all organisational compliance and policy obligations.
  + Planning and managing the implementation of compliance policies.
  + Selecting and maintaining appropriate risk identification and measurement methodologies.
  + Promoting appropriate compliance behaviour and culture by the effective communication and dissemination of compliance strategy policy and processes.
  + Developing and implementing a program to ensure that all employees and intermediaries comply with compliance policy and processes.
  + Providing a quarterly report on compliance adequacy.
  + Identifying and providing developmental compliance training to all staff.

# Key skills

* + Knowledge of relevant legislation.
  + Good interpersonal and communication skills.
  + Good technical and analytical skills.

# Internal contacts

Legal, Managers and Staff.

# External contacts

Industry Organisations and Solicitors.

# Typical experience

At least 8 - 10 years of experience in a commercial legal role coupled with a law degree or equivalent qualification.

# Other comments

**Position title: Compliance Manager**

**Aon Position code: LGL.25001.5**

**Level: 5**

**Responsible for**

Managing the Regulatory Affairs for the organisation through the provision of regulatory advice, support and establishing standards and specifications for all company products/services that have to comply with Government Regulations.

# Report to

General Manager, Technical Manager, CEO.

# Supervises

Regulatory Affairs Officers.

# Main activities

* + Providing expert advice and guidance to the organisation on regulatory issues affecting the provision of products/services in the region.
  + Developing regulatory policies, procedures and compliance programs.
  + Planning and preparing submissions to the relevant Government Authorities on product specifications.
  + Recommending changes to product specifications in line with statutory requirements.
  + Ensuring that all new and existing products are registered correctly with the Government Authorities and monitoring re- registration of existing product lines.
  + Reporting regularly to management on regulatory changes and emerging political, legal and licensing issues effecting the industry.
  + Leading negotiations with Government Authorities or Regulators on behalf of the organisation as required.
  + Maintaining effective relationships with both internal and external stakeholders such as Industry Associations and Local Councils (if applicable).
  + Sourcing political/industry information to ensure the group is at the forefront of regulatory management.

# Key skills

* + Excellent communication, influential and negotiation skills.
  + Ability to interpret relevant regulation legislation.
  + Knowledge of political and economic structures of key global economies.

# Internal contacts

Staff in all Departments.

# External contacts

Commonwealth and State Government Officials, Regulatory Authorities and Industry Associations.

# Typical experience

At least 8 years of legal or compliance experience in a commercial environment together with relevant qualifications.

# Other comments

**Position title: Senior Compliance Officer**

**Aon Position code: LGL.25001.4**

**Level: 4**

**Responsible for**

Providing specialist technical advice to a particular business function in the development and ongoing maintenance of the Compliance Program.

# Report to

Compliance Manager.

# Supervises

No supervisory responsibilities, may mentor Junior Compliance Officers.

# Main activities

* + Promoting and participating in the development of a high quality Compliance Program and the necessary training.
  + Assisting in the identification, preparation and development of appropriate training materials.
  + Identifying risk areas and facilitating means to remove or better manage those areas by providing Compliance advice.

# Key skills

* + Excellent understanding of organisations Compliance program.
  + Good knowledge of regulation and legislation affecting the organisation.
  + Reasonable knowledge of organisations policy and procedures.

# Internal contacts

Legal, Managers and staff.

# External contacts

Assessors/Investigators and solicitors.

# Typical experience

5+ years of business experience coupled with Legal or Business tertiary qualification .

# Other comments

**Position title: Compliance Officer**

**Aon Position code: LGL.25001.3**

**Level: 3**

**Responsible for**

Providing regulatory advice, support and establishing standards and specifications for all company products/services that have to comply with Government Regulations.

# Report to

Regulatory Affairs Manager or Compliance Manager

# Supervises

No supervisory responsibilities.

# Main activities

* + Assisting with the establishment and coordination of all relevant legislative, regulatory, contractual and other compliance processes.
  + Assisting in the planning and preparation of submissions to the relevant Government Authorities on product specifications.
  + Assisting in the development and maintenance of regulatory policies, procedures and compliance programs.
  + Recommending changes to product specifications in line with statutory requirements.
  + Arranging re-registration of existing product lines and following up on product applications to ensure timely approval.
  + Assisting in the development of regulatory reports for regional and overseas offices where applicable.
  + Assisting in the researching and sourcing of political/industry information to ensure the group is at the forefront of regulatory management.
  + Assisting with the roll-out and maintenance of compliance related software systems to manage compliance obligations.
  + Assisting with risk management and risk reporting activities as required.
  + Providing support for contract management/administration as required.

# Key skills

* + Good communication skills.
  + Ability to interpret relevant regulatory legislation.
  + Knowledge of political and economic structures of key global economies.

# Internal contacts

Staff in all Departments.

# External contacts

Commonwealth and State Government Officials, Regulatory Authorities and Industry Associations.

# Typical experience

At least 3 - 5 years of legal or compliance experience in a commercial environment together with relevant qualifications in law, business, commerce or equivalent. May also have come from a risk management or contract administration background.

# Other comments

Alternative Title: Compliance Officer.

# Position title: Contracts Administration Manager Aon Position code: LGL.25002.5

**Level: 5**

**Responsible for**

Managing the legal and commercial integrity of customer and supplier contracts to maximise efficiency and effectiveness.

# Report to

Legal Affairs Manager.

# Supervises

Contract Administrators.

# Main activities

* + Establishing and maintaining quality processes and reporting systems related to the organisation's contracts.
  + Developing, negotiating and driving contractual agreements in a highly quality sensitive manner, with the objective of maximising profit, managing risk and optimising performance.
  + Conducting meetings and coordinating with Management concerned in reviewing documents and recommending appropriate action to resolve administrative problems resulting from such reviews.
  + Leading the negotiation Team on organisational contract proposals, amendments and supplementary agreements - balancing the necessity to make sales with the need to ensure high quality business relations.
  + Acting as an organisational spokesperson on matters relating to assigned contracts and maintaining liaison between the organisation and the client.
  + Providing dedicated support to major accounts at the negotiation and drafting stage of deals.
  + Promoting the organisation in the market place as professional in relation to all contract negotiations and dealings.
  + Ensuring all major contracts are dealt with in accordance with the organisation's compliance procedures.
  + Providing recommendations to line management on legal and financial risk inherent in potential proposals or contracts.
  + Promoting and utilising standard and non-standard contracts to ensure legal and commercial integrity of contracts.

# Key skills

* + Ability to understand complex legal agreements.
  + Ability to understand complex financial analysis and reports.
  + Ability to interpret statutory and case law.
  + Excellent communication skills.

# Internal contacts

Sales & Marketing Department, Management, Legal Staff.

# External contacts

Clients, Suppliers, External Solicitors.

# Typical experience

At least 5 - 6 years experience in a commercial/corporate function and 2 - 3 years of management experience, coupled with relevant tertiary qualifications.

# Other comments

**Position title: Team Leader Contracts Administration Aon Position code: LGL.25022.4**

**Level: 4**

**Responsible for**

Leading a team of contracts administrators to ensure the legal and commercial integrity of customer and supplier contracts to maximise efficiency and effectiveness.

# Report to

Contracts Administration Manager.

# Supervises

Contract Administrators.

# Main activities

* + Supervising all tasks undertaken within the department, balancing the necessity to make sales with the need to write high quality business.
  + Assisting with the negotiation of unique contracts/licensing arrangements.
  + Convincing customers and the marketplace that the company is professional in negotiating contracts within pricing policy guidelines.
  + Promoting and utilising standard and non-standard contracts to ensure legal and/or commercial integrity of contracts and licensing agreements.
  + Providing recommendations to line management on legal and financial risk inherent in potential proposals or contracts.
  + Ensuring the signing of contracts requiring all subsequent contracts to be read and checked with accompanying paperwork in order and in compliance with company procedures.
  + Maintaining strong and constructive relationships with staff in other business units.
  + Assisting in the development of new standard contract forms as necessary when dictated by product strategies.

# Key skills

* + Ability to gain and maintain the respect of the Sales and Marketing staff.
  + Management confidence in decisions and assessments.
  + Good written and verbal communication skills.
  + Ability to negotiate effectively.

# Internal contacts

Legal Department within parent company, Sales and Marketing staff, Technical Specialists, Tenders/Pricing Committees, staff in other business units.

# External contacts

Other parties involved in contract negotiation - lawyers etc.

# Typical experience

A degree or equivalent with at least 7+ years of experience.

# Other comments

**Position title: Senior Contracts Administrator Aon Position code: LGL.25022.3**

**Level: 3**

**Responsible for**

Participating in the development, negotiation and administration of company customer contracts, allocating inventory and coordinating delivery and invoicing.

# Report to

Team Leader Contracts Administration, Contracts Administration Manager.

# Supervises

May supervise Clerical staff.

# Main activities

* + Conducting meetings and coordinating with concerned management in reviewing documents, recommending appropriate action to resolve administrative problems resulting from such reviews.
  + Analysing reports on contractor cost data.
  + Acting as a member of the negotiating team on company contract proposals on amendments and supplementary agreements thereto.
  + Liaising on behalf of the organisation in matters relating to assigned contracts, maintaining liaison between company and customer through preparation and coordination of applicable correspondence.
  + Monitoring inventory allocation and assigned inventory report, re-allocating stock and back orders.
  + Arranging/coordinating delivery and installation of goods with Sales Representatives for customisation.
  + Assisting with the development of terms and conditions for contract proposals in accordance with performance risk analysis and protection of company interest.
  + Liaising with customers with regards to relevant inquiries.

# Key skills

* + Proven communication skills, verbal and written.
  + Commercial awareness.
  + Computer literacy.
  + Familiarity with most contracting activities.

# Internal contacts

Project Staff, Finance and Accounting Staff, Sales Staff, Warehouse Staff.

# External contacts

Clients, sub-contractors, customers.

# Typical experience

3 - 7 years experience in contract administration

# Other comments

**Position title: Contracts Administrator**

**Aon Position code: LGL.25012.2**

**Level: 2**

**Responsible for**

Participating in the development, negotiation and administration of company customer contracts, allocating inventory and coordinating delivery and invoicing.

# Report to

Team Leader Contracts Administration, Contracts Administration Manager.

# Supervises

May supervise Clerical staff.

# Main activities

* Conducting meetings and coordinating with concerned management in reviewing documents, recommending appropriate action to resolve administrative problems resulting from such reviews.
* Analysing reports on contractor cost data.
* Monitoring inventory allocation and assigned inventory report, re-allocating stock and back orders.
* Arranging/coordinating delivery and installation of goods with Sales Representatives for customisation.
* Billing and generating invoices against contract and monitoring for expiry.
* Liaising with customers with regards to relevant inquiries.

# Key skills

* Proven communication skills, verbal and written.
* Commercial awareness.
* Computer literacy.
* Familiarity with most contracting activities.

# Internal contacts

Project staff, Finance and Accounting staff, Sales staff, Warehouse staff.

# External contacts

Clients, sub-contractors, customers.

# Typical experience

Up to 3 years experience in contract administration possibly within a hi tech environment.

# Other comments

Key areas of authority associated with administering contract, invoicing per contract and allocating/dispatching equipment per contract.

# Position title: Chief Legal Counsel

**Aon Position code: EXE.LE010.7**

**Level: 7**

**Responsible for**

Advising senior management on their individual and corporate legal obligations and rights so as to protect the company's interests.

# Report to

Chief Executive/Managing Director.

# Supervises

Legal officers.

# Main activities

* Ensuring that all legislation affecting the organisation is researched, and that comments are passed on to relevant managers.
* Ensuring senior managers and the board of directors are informed about new or proposed legislation which may affect the organisation’s activities.
* May appear in court to represent the organisation or brief counsel on legal matters, ensuring that the organisation is effectively represented in any legal action in which it is involved.
* Acting on behalf of the organisation in major property conveyancing transactions
* Preparing and authorising security documents in major loans.
* Advising staff on relevant procedures in non-routine security
* Liaising with Government officials on matters which affect the organisation’s present and future activities.
* Controlling all the organisation’s share transactions.
* Ensuring that the company operates fully within the law at all times, but with special reference to its methods of business, its contractual relations, and its process of negotiation.

# Key skills

* Excellent communications skills.
* Ability to interpret legal requirements which apply to relevant business operations.
* General managerial experience.

# Internal contacts

Regulatory affairs manager, all divisional and functional managers.

# External contacts

External solicitors and appraisers, corporate affairs department.

# Typical experience

A legal degree and registered as a solicitor with at least 8 to 10 years experience in legal aspects.

# Other comments

**Position title: Senior Legal Counsel**

**Aon Position code: LGL.25009.6**

**Level: 6**

**Responsible for**

Providing legal expertise towards commercial decision making and ensuring that all operations of the organisation are conducted within acceptable parameters highlighting business risks and ensuring compliance with relevant legislation. Also assisting with the management and development of the legal team.

# Report to

General Counsel.

# Supervises

Legal Assistants and Corporate Counsel (Junior Legal Counsel, Legal Counsel and Senior Legal Counsel).

# Main activities

* Developing processes and procedures for the efficient running of the Legal department and the efficient provision of legal services and to mitigate risks.
* Developing and retaining the legal intellectual capital of the business.
* Identifying, instigating and implementing legal compliance programs for the organisation.
* Identifying and managing legal risks in contracts, operations and claims.
* Managing matters briefed to external lawyers.
* Providing advice (and managing advice provided by internal/external lawyers) on legal and regulatory issues of importance to the business.
* Negotiating major commercial transactions and non-routine transactions.
* Researching all legislation affecting the organisation and ensuring that relevant units are informed of new or proposed legislation and policy.

# Key skills

* Superior written and verbal communications skills with ability to communicate to people in a range of positions.
* Team leading and management skills.
* Superior negotiating skills.
* Superior drafting skills.
* Project management skills.
* Ability to manage competing priorities and escalations.
* Ability to resolve internal escalations.
* Ability to provide commercially focused legal support.

# Internal contacts

Employees at all levels, including CEO, CFO, MDs and other company executives.

# External contacts

Regulatory authorities, external lawyers, customers and suppliers.

# Typical experience

Admitted as a solicitor in one or more States in Australia (or equivalent qualifications from overseas and taking steps to be admitted in Australia), with 10+ years legal experience in General commercial law and/or litigation.

# Other comments

Alternative Title: Assistant General Counsel.

# Position title: Legal Counsel

**Aon Position code: LGL.25009.5**

**Level: 5**

**Responsible for**

Providing legal expertise towards commercial decision making and ensures that all operations of the organisation are compliant with relevant legislation. Assisting in developing the legal intellectual capital of the business and developing processes and procedures for the efficient provision of legal services and to mitigate risks.

# Report to

General Counsel or Assistant General Counsel.

# Supervises

Legal Assistants, Corporate Counsel (Junior Legal Counsel and Legal Counsel).

# Main activities

* Negotiating and drafting changes to standard form contracts used by the organisation.
* Drafting new forms of contracts for the organisation.
* Negotiating major commercial transactions.
* Managing major litigation and advise on claims, including those concerning customers, suppliers, competitors and regulators.
* Monitoring changes and developments in the legal and regulatory environment.
* Assisting in the implementation and maintenance of legal systems (such as contract management systems).
* Assisting in the development of policies, procedures and training programmes for staff on relevant legal issues.
* Participating with the management team and external advisers in the evaluation, structuring and documentation of future business opportunities.
* Managing matters briefed to external lawyers where the cost for individual matters are not expected to exceed $1million.

# Key skills

* Ability to provide commercially focused legal support.
* Excellent drafting skills.
* Excellent negotiating skills.
* Excellent written and verbal communications skills with ability to communicate to people in a range of positions.
* Supervisory skills.
* Project management skills.
* Ability to manage competing priorities and escalations.
* Ability to work autonomously

# Internal contacts

All employees within the organisation up to Managing Director of business unit.

# External contacts

Regulatory authorities, external lawyers, customers and suppliers.

# Typical experience

Admitted as a solicitor in one or more States in Australia (or equivalent qualifications from overseas and taking steps to be admitted in Australia), coupled with 8+ years legal experience in General commercial law and/or litigation.

# Other comments

Alternative Title: Senior Legal Counsel.

# Position title: Senior Lawyer

**Aon Position code: LGL.25009.4**

**Level: 4**

**Responsible for**

Assisting in the provision of legal services for one or more business units in the organisation. Also responsible for assisting in developing the legal intellectual capital of the business e.g. non-legal staff training and precedents and developing processes and procedures for the efficient provision of legal services and to mitigate risks.

# Report to

Corporate Counsel (Assistant General Counsel level or Senior Corporate Counsel level).

# Supervises

No supervisory responsibilities.

# Main activities

* Managing matters briefed to external lawyers where costs for individual matters not expected to exceed $500k.
* Providing advice (and managing advice provided by external lawyers) on legal and regulatory issues of importance to the organisation.
* Negotiating and drafting new forms of contract and changes to standard form contracts used by the organisation.
* Reviewing and negotiating contracts drafted by parties dealing with the organisation.
* Assisting in the management of litigation such as dealing with subpoenas, management of commercial litigation and advise on claims, including those concerning customers, suppliers, competitors and regulators.
* Monitoring changes and developments in the legal and regulatory environment that the organisation operates within and develop appropriate strategies on a proactive basis. Assisting in the implementation and maintenance of legal systems.
* Assisting in the development of policies, procedures and training programmes for staff on relevant legal issues.

# Key skills

* Ability to provide commercially focused legal support.
* Strong written and verbal communications skills with ability to communicate to people in a range of positions.
* Strong drafting skills.
* Strong negotiating skills.
* Ability to work as part of a team.
* Ability to manage competing priorities.
* Ability to work autonomously.

# Internal contacts

Range of employees, typically up to first report to Managing Director of business unit.

# External contacts

Regulatory authorities, external lawyers, customers and suppliers.

# Typical experience

Admitted as a solicitor in one or more States in Australia (or equivalent qualifications from overseas and taking steps to be admitted in Australia) with 5 to 8 years legal experience in General commercial law and/or litigation.

# Other comments

Alternative Title: Legal Counsel.

# Position title: Lawyer

**Aon Position code: LGL.25009.3**

**Level: 3**

**Responsible for**

Assisting in the provision of legal services for one or more business units in the organisation.

# Report to

Corporate Counsel (Assistant General Counsel level or Senior Corporate Counsel level).

# Supervises

No supervisory responsibilities.

# Main activities

* Providing advice on straight forward legal and regulatory issues and assisting in provision of advice on new or more complex legal and regulatory issues in consultation with other more senior Corporate Counsel.
* Negotiating and drafting changes to standard form contracts used by the organisation.
* Assisting in drafting new forms of contract for the organisation.
* Reviewing and negotiating contracts drafted by parties dealing with the organisation.
* Reviewing correspondence, advertising and/or other material to ensure the organisation minimises and mitigates its exposure to legal liabilities or claims.
* Assisting in the management of litigation such as dealing with subpoenas and advising on customer complaints and assisting with complaints from regulators.
* Assisting in the development of training programmes for non-legal staff on relevant legal issues.
* Identifying, escalating and seeking guidance on significant risks.

# Key skills

* Ability to provide commercially focused legal support.
* Sound negotiating skills.
* Sound drafting skills.
* Sound written and verbal communications skills.
* Ability to work as part of a team.
* Ability to manage competing priorities.
* Ability to work autonomously, but report to manager regularly.
* Proactive and self motivating.

# Internal contacts

Employees in non-managerial roles.

# External contacts

Regulatory authorities, customers, suppliers and external lawyers.

# Typical experience

Admitted as a solicitor in one or more States in Australia (or equivalent qualifications from overseas and taking steps to be admitted in Australia) with 3 to 5 years legal experience and general commercial law experience and/or litigation experience.

# Other comments

Alternative Title: Junior Legal Counsel.

# Position title: Entry Level Lawyer (Graduate) Aon Position code: LGL.25109.2

**Level: 2**

**Responsible for**

Assists lawyers/legal counsel with the preparation of documents necessary to comply with federal, state and local regulations in the conduct of business activities.

# Report to

Lawyer, Legal Counsel, General Counsel

# Supervises

No supervisory responsibilities.

# Main activities

* Researching and reporting on legislation and its effect across all parts of the business. Coordinate the gathering of information from various departments in the preparation of contracts and other legal documents.
* Drafting court documents
* Assists lawyers in the preparation of documentation for amendments, withdrawals, mergers and dissolutions of corporations or partnerships.
* Ensuring the organisation is informed of new or proposed legislation and policy.
* Analysing the organisation's legal and corporate risk and offering alternatives and recommendations as required.
* Review certain contracts and other legal documents to ensure necessary provisions are contained therein.

# Key skills

* Knowledge of Corporations Law, Employment Law and Trade Practices Law.
* Exposure to corporate mergers, acquisitions and general transactions.
* Knowledge of general legal terminology and legal principles.
* Good written and verbal communication skills.
* Attention to detail.
* Ability to analyse and review contracts and other legal documents.
* Ability to negotiate effectively.

# Internal contacts

Management, Legal Counsel, Lawyers.

# External contacts

Solicitors/Lawyers.

# Typical experience

Entry Level Lawyer with a Bachelor of Laws and Business, Accounting or Economics Degree. Completing the process of being admitted as a lawyer.

# Other comments

**Position title: Senior Paralegal**

**Aon Position code: LGL.25008.3**

**Level: 3**

**Responsible for**

Assisting lawyers/legal counsel with research, drafting and preparation of legal documents.

# Report to

Lawyer, Legal Counsel, General Counsel

# Supervises

No supervisory responsibility

# Main activities

* Researching and reporting the effect of legislation on the business.
* Drafting court documents and case files.
* Supporting lawyers in the preparation of documentation for amendments, withdrawals, mergers and dissolution of corporations or partnerships.
* Gather information from various departments in the preparation of contracts and other legal documents

# Key skills

* Knowledge of Corporations Law, Employment Law and Trade Practices Law.
* Knowledge of general legal terminology and legal principles.
* Good written and verbal communication skills.
* Attention to detail.
* Ability to analyse and review contracts and other legal documents.
* Ability to negotiate effectively

# Internal contacts

Legal Counsel, Lawyers

# External contacts

Solicitors/Lawyers

# Typical experience

3-5 years experience as a paralegal or working with a Corporate Lawyer

# Other comments

**Position title: Paralegal**

**Aon Position code: LGL.25009.2**

**Level: 2**

**Responsible for**

Assists lawyers/legal counsel with research, drafting and preparation of legal documents.

# Report to

Lawyer, Legal Counsel, General Counsel.

# Supervises

No supervisory responsibilities.

# Main activities

* Building skills in researching and reporting the effect of legislation on the business.
* Building skills in drafting court documents.
* Assists lawyers in the preparation of documentation for amendments, withdrawals, mergers and dissolutions of corporations or partnerships.
* Ensuring the organisation is informed of new or proposed legislation and policy.
* Under the supervision of legal counsel, gather information from various departments in the preparation of contracts and other legal documents.

# Key skills

* Knowledge of Corporations Law, Employment Law and Trade Practices Law.
* Knowledge of general legal terminology and legal principles.
* Good written and verbal communication skills.
* Attention to detail.
* Ability to analyse and review contracts and other legal documents.
* Ability to negotiate effectively.

# Internal contacts

Legal Counsel, Lawyers.

# External contacts

Solicitors/Lawyers.

# Typical experience

0 - 2 years experience working with a Corporate Lawyer. Currently completing a Combined Bachelor of Laws Degree.

# Other comments

**Position title: Junior Paralegal**

**Aon Position code: LGL.25009.1**

**Level: 1**

**Responsible for**

Assists lawyers/legal counsel with research, drafting and preparation of legal document

# Report to

Lawyer, Legal Counsel, General Counsel

# Supervises

No supervisory responsibilities

# Main activities

* Assist paralegals in researching and reporting the effect of legislation on the business.
* Assist the Legal Counsel in drafting court documents
* Ensuring the organisation is informed of new or proposed legislation and policy.
* Under the supervision of legal counsel, gather information from various departments in the preparation of contracts and other legal documents

# Key skills

* Knowledge of Corporations Law, Employment Law and Trade Practices Law
* Knowledge of general legal terminology and legal principles
* Good written and verbal communication skills
* Attention to detail

# Internal contacts

Legal Counsel, Lawyers

# External contacts

Solicitors/Lawyers

# Typical experience

At least 12 months experience in a similar role

# Other comments

**Position title: Legal Secretary**

**Aon Position code: LGL.25209.2**

**Level: 2**

**Responsible for**

Providing efficient secretarial and administrative support to lawyers/solicitors and the Regulatory and Compliance Departments as required.

# Report to

Group Counsel, Solicitor/Legal Affairs Manager, Senior Solicitor, Company Secretary.

# Supervises

No supervisory responsibilities.

# Main activities

* Typing of court documents, correspondence and drafting letters on behalf of the legal staff.
* Liaising with clients, suppliers and colleagues on behalf of the solicitors.
* Screening calls, diary management and undertaking travel arrangements as required.
* Planning and coordinating meetings and group events for the Legal Department.
* Maintaining the Legal Department's accounts - authorising payments, deposits and reconciling accounts.
* Maintaining the Legal Department's filing system.

# Key skills

* Excellent typing skills with the ability to use a Dictaphone.
* Strong MS Word and Excel ability.
* Excellent organisation and time management skills.
* Exposure to, and understanding of, legal terminology and procedures.

# Internal contacts

Legal, Regulatory, Compliance and Accounts Departments.

# External contacts

Clients, External Solicitors, Suppliers.

# Typical experience

At least 2 years experience as a legal secretary with relevant administrative qualifications.

# Other comments

**Position title: Head of Litigation**

**Aon Position code: EXE.LE040.6**

**Level: 6**

**Responsible for**

Managing all litigation for the organisation and advising senior management on potential strategies for achieving optimal legal solutions

# Report to

General Counsel

# Supervises

A team of lawyers working on analysing case facts and drafting legal filings / briefings

# Main activities

* Advising senior management on legal matters requiring litigation, including managing internal and external legal counsel and coordinating litigation involving the organisation.
* Perform critical analysis of case facts and guide the team in drafting legal briefings for company management, legal authorities and other relevant stakeholders
* Lead a team of lawyers and/or paralegal professionals in doing case analysis and preparing optimal legal strategies
* Work with business heads of function heads to understand legal issues at hand and formulate appropriate response

# Key skills

* Legal analysis
* People management
* Stakeholder management

# Internal contacts

Chief Executive Officer, General Counsel, Function Heads, Business Unit Heads, Department Heads

# External contacts

External legal counsel, Department of Law, Regulatory authorities

# Typical experience

15+ years in litigation

# Other comments

**Position title: Functional Lead Purchasing/Procurement Aon Position code: EXS.85505.6**

**Level: 6**

**Responsible for**

Strategically managing the Purchasing/Procurement function within the organisation to ensure that goods and services are procured according to specified quantity, quality and cost requirements, and delivered within given timeframes.

# Report to

CEO, General Manager - Multi-Function.

# Supervises

All levels of Purchasing/Procurement employees.

# Main activities

* Designing and implementing the organisation's strategic Purchasing/Procurement plan in line with overall business performance goals.
* Overseeing the selection of reliable sources of supply and engagement of complimentary suppliers, and negotiating complex, high risk deals with key suppliers to improve value delivered to the organisation.
* Analysing all aspects of the supply function including supplier sourcing, price negotiation, quality, ordering, inventory, checking, delivery, tenders and contracts and providing expert Purchasing/Procurement advice.
* Assessing recommendations for process improvements and designing programs for implementing necessary process changes.
* Effectively managing the Purchasing/Procurement staff to foster an environment that promotes and encourages innovation within the Purchasing/Procurement function.

# Key skills

* Expert knowledge of procurement concepts, processes, activities and trends.
* Strategic management and negotiation skills.
* Complex analytical interpretation and problem-solving skills.
* Ability to provide technical leadership, coupled with people and project Management skills.
* Business, communication, change management and customer service skills.

# Internal contacts

All Departments.

# External contacts

Major Suppliers, Major Customers.

# Typical experience

10+ years of experience in Purchasing/Procurement, coupled with relevant Purchasing/Procurement qualifications.

# Other comments

Alternate title: Strategic Purchasing/Procurement Manager, Sourcing Director, Buying Director.

# Position title: Purchasing/Procurement Manager Aon Position code: LGL.25010.5

**Level: 5**

**Responsible for**

Managing team/s of Purchasing/Procurement Officers to ensure that goods and services are procured according to specified quantity, quality and cost requirements, and delivered within given time frames.

# Report to

Purchasing/Procurement Director or Corporate Logistics Manager/Director.

# Supervises

Purchasing/Procurement Team Leaders, Purchasing/Procurement Officers.

# Main activities

* Contributing to and implementing the organisation's strategic Purchasing/Procurement plan in line with overall business performance goals.
* Selecting reliable sources of supply, engaging complimentary suppliers and working with key suppliers to improve value delivered to the organisation.
* Overseeing the preparation of tenders, proposals and the negotiation of contracts.
* Maintaining programs for vendor analysis and cost reduction thereby improving the efficiency and effectiveness of the procurement process.
* Monitoring suppliers and overseeing inventory control activities to ensure that accurate quantities of stock are purchased at the correct price within specified timeframes.
* Conducting technical, business and process analysis, identifying areas for process improvement and providing advice to senior management.
* Developing, piloting, testing and implementing procurement tools.
* Managing team/s of Purchasing/Procurement Officers.

# Key skills

* Specialist knowledge of procurement concepts, processes, activities and trends.
* Negotiation skills.
* Advanced analytical interpretation and problem-solving skills.
* Ability to provide technical leadership, coupled with people and project management skills.
* Business, communication, change management and customer service skills.

# Internal contacts

All Departments.

# External contacts

Major suppliers and major customers.

# Typical experience

8 - 10 years of experience in Purchasing/Procurement, coupled with relevant Purchasing/Procurement qualifications.

# Other comments

Alternate title: Sourcing Manager, Buying Manager.

# Position title: Purchasing/Procurement Team Leader Aon Position code: LGL.25012.4

**Level: 4**

**Responsible for**

Leading a team of Purchasing/Procurement Officers to ensure that goods and services are procured according to specified quantity, quality and cost requirements and delivered within given timeframes.

# Report to

Purchasing/Procurement Manager.

# Supervises

Purchasing/Procurement Officers.

# Main activities

* Selecting reliable sources of supply, engaging complimentary suppliers and working with key suppliers to improve value delivered to the organisation.
* Preparing tenders and proposals and negotiating contracts.
* Maintaining programs for vendor analysis and cost reduction thereby improving the efficiency and effectiveness of the procurement process.
* Monitoring suppliers and coordinating the organisation's inventory control activities to ensure that accurate quantities of stocks are purchased at the correct price and delivered within specified timeframes.
* Conducting technical, business and process analysis, identifying areas for process improvement and providing advice to Senior Management.
* Participating in developing, piloting, testing and implementing procurement tools.
* Supervising a team of Purchasing/Procurement Officers on a daily basis.

# Key skills

* Specialised knowledge of procurement concepts, processes, activities and trends.
* Negotiation skills.
* Advanced analytical interpretation and problem-solving skills.
* Ability to provide technical leadership, coupled with leadership skills.
* Communication, change management and customer service skills.

# Internal contacts

All Departments.

# External contacts

Major Suppliers, Sales Representatives and Major Customers.

# Typical experience

At least 5 - 8 years of experience in Purchasing/Procurement, coupled with relevant Purchasing/Procurement qualifications.

# Other comments

Alternate title: Sourcing Team Leader, Buying Team Leader.

# Position title: Contracts Negotiator

**Aon Position code: LGL.25002.3**

**Level: 3**

**Responsible for**

Carrying out contract negotiation, either alone or under the supervision of a Senior Contract Negotiator.

# Report to

Procurement Manager - Sourcing/Fulfilment, National Logistics Manager.

# Supervises

No supervisory responsibility.

# Main activities

* Negotiating with suppliers to draw up procurement contracts.
* Evaluating contract performance to determine the need for amendments and extensions of contracts.
* Arbitrating claims or complaints occurring in performance of contracts.
* May serve as a liaison between end users and suppliers to ensure fulfilment of contract obligations by suppliers.
* Developing and revising procurement agreements.
* Interpreting complex proposals and presenting summarised information to communicate business requirements to suppliers.
* Developing solicitation packages.
* Interpreting risk management.
* Conducting research on suppliers to determine potential contract liabilities.
* Documenting supplier evaluations.

# Key skills

* Excellent interpersonal and communications skills.
* Able to develop total negotiation strategy covering commercial and contractual aspects of contract.

# Internal contacts

Purchasing Team Members, Technical Team Members, Sales/Account Team Members.

# External contacts

Supplier Contract Negotiation and Account Management teams, Client project team.

# Typical experience

2-3 years experience in negotiating and administering contracts. Tertiary qualifications in relevant area.

# Other comments

Requires sound contract and commercial experience.

# Position title: Senior Purchasing/Procurement Officer Aon Position code: LGL.25016.3

**Level: 3**

**Responsible for**

Purchasing/procuring goods and services according to specified quantity, quality and cost requirements and delivered within given timeframes.

# Report to

Purchasing/Procurement Team Leader, Purchasing/Procurement Manager.

# Supervises

No supervisory responsibilities.

# Main activities

* Selecting reliable sources of supply, engaging complimentary suppliers and working with key suppliers to improve value delivered to the organisation.
* Preparing tenders and proposals and negotiating contracts.
* Maintaining programs for vendor analysis and cost reduction thereby improving the efficiency and effectiveness of the procurement process.
* Monitoring suppliers and assisting with the coordination of the organisation's inventory control activities to ensure that accurate quantities of stocks are purchased at the correct price and delivered within specified timeframes.
* Conducting technical, business and process analysis, identifying areas for process improvement and providing advice to Team Leader/Manager.
* Participating in developing, piloting, testing and implementing procurement tools.

# Key skills

* Sound knowledge of procurement concepts, processes, activities and trends.
* Negotiation skills.
* Advanced analytical interpretation and problem-solving skills.
* Communication, change management and customer service skills.

# Internal contacts

All Departments.

# External contacts

Major Suppliers, Sales Representatives and Major Customers.

# Typical experience

2 - 5 years of experience in Purchasing/Procurement, coupled with relevant Purchasing/Procurement qualifications.

# Other comments

Alternate title: Senior Sourcing Officer, Senior Buyer.

# Position title: Purchasing/Procurement Officer Aon Position code: LGL.25011.2

**Level: 2**

**Responsible for**

Purchasing/procuring goods and services according to specified quantity, quality and cost requirements and delivered within given timeframes.

# Report to

Purchasing/Procurement Team Leader, Purchasing/Procurement Manager.

# Supervises

No supervisory responsibilities.

# Main activities

* Assisting with the selection of reliable sources of supply, engaging complimentary suppliers and working with key suppliers to improve value delivered to the organisation.
* Participating in the preparation of tenders and proposals and assisting with the negotiation of contracts.
* Maintaining programs for vendor analysis and cost reduction thereby improving the efficiency and effectiveness of the procurement process.
* Monitoring suppliers and assisting with the coordination of the organisation's inventory control activities to ensure that accurate quantities of stocks are purchased at the correct price and delivered within specified timeframes.
* Assisting with technical, business and process analysis, identifying areas for process improvement and providing advice to Team Leader/Manager.
* Participating in developing, piloting, testing and implementing procurement tools.

# Key skills

* Knowledge of procurement concepts, processes, activities and trends.
* Negotiation skills.
* Analytical interpretation and problem-solving skills.
* Communication, change management and customer service skills.

# Internal contacts

All Departments.

# External contacts

Major Suppliers, Sales Representatives and Major Customers.

# Typical experience

1 - 3 years of experience in Purchasing/Procurement, coupled with relevant Purchasing/Procurement qualifications.

# Other comments

Alternate title: Sourcing Officer, Buyer.

# Position title: Corporate Quality Manager

**Aon Position code: ADM.40090.6**

**Level: 6**

**Responsible for**

Determining and establishing procedures and quality programs, and monitoring these against agreed targets and objectives.

# Report to

Depending on reporting structure may report to Chief Operating Officer, General Manager, Financial Controller, Senior Finance Executive.

# Supervises

Quality Managers, Quality Consultants

# Main activities

* Determining, negotiating and agreeing in-house quality procedures, standards and/or specifications, including assessing customer requirements and setting customer service standards.
* Ensuring availability of highly visible and company wide quality programs, including managing the delivery of training necessary for program success.
* Assisting with design and implementation of quality programs, projects and activities.
* Identifying potential bottle necks in process and resolving them.
* Acting as a catalyst for change and improvement in performance/quality

# Key skills

* Sound quality background.
* Well developed analytical and problem solving skills.
* Broad understanding of business from executive perspective.
* Has experience in business process engineering and organisational development.
* Good understanding of current methodologies and cultural change theories.
* Highly developed interpersonal skills.

# Internal contacts

Business units and commercial department.

# External contacts

Clients, industry groups, consultants.

# Typical experience

At least 10 - 15 years experience. The role requires quality experience, substantial skills in project management, consulting and senior level management, as well as a thorough understanding of business functions. ISO Accreditation preferred.

# Other comments

**Position title: Corporate Quality Assurance Manager Aon Position code: PRO.90807.5**

**Level: 5**

**Responsible for**

Developing, improving and documenting company procedures, ensuring they conform to legal, regulatory and ethical standards.

# Report to

Chief Operating Officer

# Supervises

May supervise junior staff within the quality team

# Main activities

* Documenting company procedures and ensuring compliance with legal, regulatory and ethical standards.
* Assessing customer requirements and ensuring that these are met
* Setting customer service standards
* Working with operating staff to establish procedures, standards, systems and procedures
* Acting as a catalyst for change and improvement in performance/quality

# Key skills

* Well developed technical and process skills.
* Analysis and problem identification skills.
* Highly developed interpersonal skills.

# Internal contacts

Senior Management across all functions.

# External contacts

Customers and Suppliers

# Typical experience

At least 8 - 10 years of experience, coupled with tertiary qualifications in Business/Engineering/Science

# Other comments

**Position title: Corporate Quality Assurance Consultant Aon Position code: PRO.90807.3**

**Level: 3**

**Responsible for**

Determining and establishing procedures and quality standards and to monitor these against agreed targets.

# Report to

Quality Assurance Manager

# Supervises

No supervisory responsibilities.

# Main activities

* Determining, negotiating and agreeing in-house quality procedures, standards and/or specifications
* Assessing customer requirements and ensuring that these are met
* Setting customer service standards
* Working with operating staff to establish procedures, standards, systems and procedures
* Acting as a catalyst for change and improvement in performance/quality

# Key skills

* Excellent planning report writing experience
* Well developed technical and process skills.
* Highly developed interpersonal skills.
* Strong consulting, negotiation and facilitation skills.
* Awareness of legislation, policies and procedures
* Attention to detail and a high level of accuracy
* Skills in identifying and improving quality systems

# Internal contacts

Senior Management across all functions.

# External contacts

Customers and Suppliers

# Typical experience

At least 2 - 5 years of experience, coupled with tertiary qualifications in Business/Engineering/Science

# Other comments

**Position title: Corporate Quality Assurance Coordinator Aon Position code: CSP.35019.2**

**Level: 2**

**Responsible for**

Performing operational audits in accordance with the organisation's audit methodology and procedural requirements, ensuring they conform to legal, regulatory and ethical standards.

# Report to

Quality Manager; General Manager.

# Supervises

May have supervisory responsibilities.

# Main activities

* Documenting company procedures and ensuring compliance with legal, regulatory and ethical standards.
* Performing compliance reviews in line with regulatory requirements.
* Conducting internal process audits to measure conformance to requirements and ensure required corrective action or business improvement opportunities are followed up.
* Identifying improvement opportunities with management. Interacting and supporting the change.
* Preparing audit reports and following up issues as identified.

# Key skills

* Broad knowledge of work processes and quality system requirements.
* Knowledge of importance of process and sound commercial practice.
* High level of initiative.
* Ability to develop innovative controls to reduce risk and fraud.
* Strong written, verbal, communicating and influencing skills.
* Organised, systematic, thorough, accurate, disciplined.

# Internal contacts

Management; Audit; Compliance; Legal.

# External contacts

Industry Bodies.

# Typical experience

At least 2 years experience in internal audit, quality, or analysis and development of work processes, coupled with relevant qualifications.

# Other comments

**Position title: Head of Regulatory Affairs**

**Aon Position code: EXE.LE050.6**

**Level: 6**

**Responsible for**

Ensuring that all organisational policies and processes are compliant with existing regulation and minimising the organisation's exposure to regulatory risk

# Report to

General Counsel / Head of Corporate Affairs / Chief Executive Officer

# Supervises

Team of lawyers or legal experts with detailed knowledge of relavant regulation

# Main activities

* Working with the management and other relavant stakeholders to formulate the organisation's regulatory strategy
* Minimising the exposure of the organisation to regulatory risk
* Working with the General Counsel to formulate responses to queries by regulatory authorities
* Representing the organisation externally and uphold the organisation's reputation and brand
* Advising senior management on legal matters related to regulation.

# Key skills

* Legal analysis
* Knowledge of regulation and laws
* People management
* Stakeholder management

# Internal contacts

General Counsel, Chief Executive Officer, Business Heads, Function Heads, Regulatory team

# External contacts

Regulatory authorities and Government bodies, External consultants

# Typical experience

15+ years in the legal and regulatory function

# Other comments

**Position title: Regulatory Affairs Manager**

**Aon Position code: LGL.26001.5**

**Level: 5**

**Responsible for**

Establishing standards and specifications to ensure alignment and compliance with local and regional registration requirements and company policies.

# Report to

Chief Legal Counsel

# Supervises

Regulatory Affairs Specialists

# Main activities

* Planning and preparing submissions to the relevant government authorities on product specifications.
* Overseeing timely approval of product applications
* Recommending changes in line with statutory requirements.
* Overseeing re-registration of existing product lines.
* Lead training of sales and marketing teams on regulatory requirements.
* Provide expertise in translating regulatory requirements into practical, workable plans.

# Key skills

* Excellent communication and interpersonal skills.
* Excellent organisational skills.
* High level of knowledge of regulatory environments locally and regionally.

# Internal contacts

Legal team, Research and Development, Sales, Marketing.

# External contacts

Government agencies and regulatory bodies.

# Typical experience

At least 5-8 years experience, coupled with tertiary qualifications in legal/policy discipline.

# Other comments

**Position title: Senior Regulatory Affairs Specialist Aon Position code: LGL.26001.4**

**Level: 4**

**Responsible for**

Coordinates and prepares document packages for regulatory submissions, to ensure alignment and compliance with local and regional registration requirements.

# Report to

Regulatory Affairs Manager.

# Supervises

No supervisory responsibilities.

# Main activities

* Planning and preparing submissions to the relevant government authorities on product specifications.
* Ensuring timely approval of product applications
* Recommending changes to product specifications, labelling, manufacturing, marketing and clinical protocol in line with statutory requirements.
* Monitoring and arranging re-registration of existing product lines.Recommends strategies for earliest possible approvals of clinical trials applications.
* Assist with training of sales and marketing teams on pharmacovigilance and regulatory requirements.

# Key skills

* Good organisational skills.
* Knowledge of regulatory environment.
* Excellent communication skills.

# Internal contacts

Legal team, Research and Development.

# External contacts

Commonwealth and State Government Officials.

# Typical experience

5+ years experience, coupled with tertiary qualifications in a scientific or legal/policy discipline.

# Other comments

**Position title: Regulatory Affairs Specialist**

**Aon Position code: LGL.26001.3**

**Level: 3**

**Responsible for**

Coordinates and prepares documents for regulatory submissions, to ensure alignment and compliance with local and regional registration requirements.

# Report to

Regulatory Affairs Manager.

# Supervises

No supervisory responsibilities.

# Main activities

* Planning and preparing submissions to the relevant government authorities on product specifications.
* Ensuring timely approval of product applications
* Recommending changes to product specifications in line with statutory requirements.
* Monitoring and arranging re-registration of existing product lines.
* Assist with training of sales and marketing teams on regulatory requirements.

# Key skills

* Good organisational skills.
* Knowledge of regulatory environment.
* Excellent communication skills.

# Internal contacts

Legal team, Research and Development.

# External contacts

Commonwealth and State Government Officials.

# Typical experience

At least 3-5 years experience, coupled with tertiary qualifications in a legal/policy discipline.

# Other comments