

Legal Advisor

Classification	Band 5
Team	Corporate and Assurance
Reporting to	Corporate Secretary & Governance Manager
Location	Coliban Water Main Office
Effective Date	1 October 2025

Working at Coliban Water

Underpinning healthy people is healthy water!

Every day almost 180,000 customers in North Central Victoria trust us to deliver the water and sewage services that underpin the health and prosperity of their communities – now and tomorrow. We deliver these services to residents, farmers, businesses, and industry in 49 communities in an area spanning more than 16,500 square kilometres.

Led by our vision **healthy water, healthy people**, putting our customers and communities first is part of our DNA.

Day-to-day this means we maintain and upgrade the water and sewage pipes, pump stations and treatment plants we all rely on. And it's why we've set a bold strategy to build on that trust, enhance our natural environment, strengthen water security and resilience, and help shape the future of our region for the better.

While we're proud to lead the way, we know our success will come from deep understanding and collaboration. We engage regularly with and learn from our customers, communities, Traditional Owners, strategic partners, and others – because as locals, too, we know the best outcomes are realised when we all work together.

What we stand for

We're focussed on a culture of Earn the customer, Own the risk, and Act. This underpins our ability to deliver high quality services to our region.

Earn the customer	We exist to serve our customers. We 'wow' them with an outstanding experience.
Own the risk	We take responsibility and are accountable to our customers and communities.
Act	We are brave in our decision making and take action. We make good judgements based on evidence and we follow through.

Working with us, you'll be joining a vibrant, dynamic, and supportive team that:

- Respects, supports, and collaborates with the First Peoples of the land on which we live and work.
- Champions an inclusive culture that celebrates diversity.
- Is committed to flexible work and balance.
- Is a leader in the area of social justice, which sees us challenging the way we work to improve gender equality and support those impacted by family violence.

At Coliban Water we balance a small team rhythm with the reach and resources of one of the largest Victorian regional urban water corporations.

With big plans on the drawing board over the next five years, it's a great place to take the next step in your career.

What are you waiting for? We'd love you to join us.

Position overview

This role is part of the Corporate & Assurance Group that is accountable for the effective planning, management and delivery of the services that support the organisation and enable the business to deliver business excellence and achieve its objectives.

The Legal Advisor provides high-quality legal counsel to support the organisation strategic and operational objectives. This role is responsible for ensuring compliance with statutory and regulatory obligations, safeguarding the organisation's legal and governance interests, and proactively managing legal risk.

The Legal Advisor works across the business to advise on contracts, disputes, governance, integrity, and regulatory matters, while also coordinating with external legal service providers where specialist expertise is required. The position plays a key role in supporting effective decision-making, strengthening corporate governance, and enabling the corporation to deliver services to the community with integrity, accountability, and transparency.

Position dimensions

Capital and expenditure budget	In accordance with the Organisational budget
Authorities/delegations	Please refer to the Instrument of Delegations
Number of reports	Nil
Internal working relationships	All Coliban Staff. Key internal interfaces include Executive Management, Commercial, Operations, Major Projects, Land Development Servicer, Customer Teams
External working relationships	Legal Service providers, Government stakeholders, Strategic Business Partners, Local Government and State Government Departments,
Other	

Key result areas

Legal Advice, Risk & Compliance

- Act as in-house legal counsel, delivering timely and practical advice to proactively manage legal risks on matters affecting the organisation such as contracts, regulatory compliance, governance, procurement and commercial
- Provide expert advice of legal rights and obligations as they relate to corporate operations including but not limited to, Privacy, Public Interest Disclosures, Integrity (Whistleblower, Gift Benefits and Hospitality) and FOI legislation.
- Partner with broader governance team to ensure compliance with health and water legislation, environmental laws, procurement regulations, and industrial laws.
- Ensure all new or changed legislation relevant to business operations and the Standing Directions has been implemented in a timely manner
- Coordinate, review and respond to all Freedom of Information requests
- Lead, manage and maintain the Conflict of Interest register and support the accurate processing of Conflict of Interest declarations
- Coordinate and maintain a register of the procurement of external legal services on matters relevant to corporate operations as required

Contracts & Transactions

- Provide support across the organisation in the preparation of legal documents such as services agreements, deeds, contracts, tenders etc.
- Review and assess contracts, and other legal documents to mitigate risk to the organisation
- Partner with the Commercial team to strengthen contract management practices, ensuring effective performance and minimising disputes and liabilities

Dispute resolution, litigation and enforcement

- Manage disputes, litigation, and arbitration processes, liaising with external counsel, regulatory bodies, and other legal service providers as required to represent and protect the corporation's interests
- Develop proactive strategies to prevent and efficiently resolve conflicts, leveraging internal expertise and external legal support where appropriate
- Preparing information relating to Coliban Water's enforcement activities in accordance with external reporting requirements
- Lead and manage the cost recovery third party damage

Stakeholder Engagement

- Build and maintain relationships with regulators, government bodies, and legal service providers
- Represent the organisation in negotiations, hearings, and stakeholder forums.
- Ensure effective communication of legal positions to internal and external stakeholders

Performance level

Action and accountability	This role operates with a high level of independence and provides expert advice and counsel to the organisation. Resolution of complex problems is a key feature for this role, together with understanding the nature of operations and how to position the organisation to meet major challenges. The role has direct influence over key decisions and delivery which impacts across the broader organisation and external stakeholders.
Judgement and problem solving	This role makes decisions within a complex and/or dynamic environment. Decision making involves risk mitigation and judgment must be applied to assess the impact across multiple facets such as the operational, regulatory, environmental, reputational, and social impacts together with considering the long-term implications.
Specialist knowledge and skills	• Knowledge of regulatory compliance, together with water and environmental law • Skills in the management of disputes and litigation – ideally related to water operations • Contract law and negotiation experience • Corporate governance skills
Interpersonal skills	This role focuses on negotiation and conflict resolution, playing an active part in influencing and persuading others to achieve objectives. It involves building and maintaining strong relationships with regulatory bodies, industry associations, and legal professionals while fostering collaboration and cooperation with both internal and external stakeholders.
Leadership level	• Lead element: Leads the development and growth of a key business capability, core platform, or core technical area.
Qualifications and experience	• Tertiary qualifications in law and current Australian practising certificate, with several years of experience • Proficient in the delivery of legal services gained within corporate law firm or an in-house legal team for an organisation operating in a highly regulated environment

	- Significant experience in providing successful tactical and strategic advice on legal and governance matters, together with meticulous attention to detail. Desirable - Legal knowledge and experience across the key areas of contracts, regulatory compliance, governance, procurement and commercial - Legal experience in highly regulated environment and/or water operations
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Shared goals

Health safety and wellbeing	Prioritise your own and others' health, safety and wellbeing by complying with the relevant Occupational Health & Safety legislation and Coliban Water's safety policies and procedures, including reporting hazards and incidents, and ensuring a discrimination-free work environment.
Environmental stewardship	Demonstrate a strong commitment to environmental stewardship by adhering to high standards, sustainability principles, and complying with relevant regulations.
Victorian public sector values	You'll uphold the values of responsiveness, integrity, impartiality, accountability, respect, leadership, and human rights, to strengthen the organisation's effectiveness in the public sector.

Assessments and further requirements

- A valid and current Australian workers' rights.
- You will be required to complete all core-training requirements in the expected timeframes.
- You may be required to perform additional or supplementary duties from time-to-time consistent with your skills, training, qualifications, and experience.
- From time-to-time work outside of your regular business hours may be required, or you might be required to work at remote locations requiring overnight stay.
- You may also be requested to undertake pre or post-employment testing, such as psychometric testing, medical assessments, drug testing, police checks, security clearances, and other assessments.

Success profile

In addition to the qualifications and experience specified above, you will be required to meet the following criteria:

- Tertiary qualifications in law and current Australian practising certificate, with several years of experience
- Proficient in the delivery of legal services gained within corporate law firm or an in-house legal team for an organisation operating in a highly regulated environment
- Significant experience in providing successful tactical and strategic advice on legal matters, together with meticulous attention to detail, critical thinking and problem-solving skills
- Excellent written and oral communication skills and the ability to negotiate and work collaboratively and cooperatively with both internal and external stakeholders