



Ad Standards

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AdStandards.com.au

Ad Standards Limited
ACN 084 452 666

POSITION DESCRIPTION

TITLE

Legal and Regulatory Affairs Manager

REPORTS TO

Chief Executive Officer

DUTIES AND RESPONSIBILITIES

Legal

Undertake a range of legal work and research into areas including contracts, corporate governance, privacy, and administrative law.

Provide legal advice to the CEO, Ad Standards Board and Ad Standards Community Panel as required on a range of issues around advertising and marketing law and associated areas.

Act as Secretary to the Ad Standards Industry Jury and manage competitor complaint resolution process.

Policy

Undertake a range of legal policy work.

Prepare submissions to government, industry bodies and others as required regarding the advertising complaint adjudication self-regulation system.

Prepare legal and/or policy papers, briefing material, correspondence and reports of a complex nature.

Prepare replies to parliamentary questions, and other correspondence.

When required, research and analyse decisions of the Ad Standards Community Panel with the objective of identifying trends in decisions.

Governance

Perform the duties of Company Secretary, if appointed as such by the Ad Standards Board, and in any case, ensure compliance with ASIC and other legal obligations.



Other

Act as a representative of Ad Standards and liaise with stakeholders as necessary.

As required, assist with writing up draft case reports and copy advice.

Participate in organisational planning and as an effective member of a small team.

Other duties as required from time to time by the CEO.

SELECTION CRITERIA

Essential:

- A current legal practicing certificate or eligibility to obtain an in-house restricted practicing certificate.
- Well-developed legal skills and experience, preferably including corporate law and administrative law.
- Experience in government or stakeholder relations.
- Strong written and oral communication skills which you are able to apply in the preparation and presentation of legal and policy advice and other business communications.
- Initiative and motivation to undertake diverse and complex tasks.
- Effective time management skills with the ability to prioritise tasks within tight timelines.
- Ability to work independently and as part of a small team with the commitment and motivation to deliver high quality results across a wide range of tasks.

Desirable:

- Experience (or willingness to gain experience) in company secretarial functions.
- Knowledge or understanding of the role of the advertising self-regulation system.

SALARY:

Salary range is \$120- \$160,000 (inclusive of superannuation) pro rata, for up to 24 hours per week.