



Victorian
Responsible
Gambling
Foundation

Manager, Governance and Legal

- *Excellent opportunity to utilise your broad skills set in governance, legal and procurement*
- *Values based organisation*
- *Attractive flexible work arrangements on offer*

About us

The Victorian Responsible Gambling Foundation was created by the Victorian Parliament under the Victorian Responsible Gambling Foundation Act 2011 specifically to address the challenge of gambling harm in the Victorian community.

The Victorian Responsible Gambling Foundation is a statutory authority which aims to improve the health and wellbeing of Victorians by working with our communities and government to deliver effective, evidence-based initiatives and innovative approaches to prevent gambling harm and provide support for those seeking help.

Our strategic priorities are to:

- 1 Prevent gambling harm through a public health approach,
- 2 Work in partnership with those who share our vision to improve community health and wellbeing,
- 3 Build a collaborative and respected centre of expertise to deliver our mission for all Victorians. Our vision is a Victoria free from gambling-related harm.

About the role

The Foundation is seeking a qualified and experienced Manager, Governance and Legal to lead the legal and governance function for the organisation. Sitting within the Corporate Services branch, this multi-faceted position will provide legal support and advice to the Foundation including managing Privacy and Freedom of Information (FOI) matters, and ensure effective support to the Board, Board committees and the Executive Leadership Team. This instrumental position will facilitate compliance best practice for the Foundation, as well as being a key member of the Internal Procurement Unit.

About you

You will be an experienced, proactive self-starter who thrives working at the strategic level and is also willing to get involved in the operational side of things. You will have excellent interpersonal skills, a natural ability to build rapport with stakeholders at all levels, and to manage and prioritise cross-organisational work. You will also possess exceptional written and verbal communication and provide a solution-focused approach to effectively deal with issues whilst working in a dynamic environment. You will have suitable qualifications in law, been admitted as an Australian legal practitioner (or equivalent), and eligible for an unsupervised practising certificate. Qualifications in governance would be highly regarded with experience working with boards a demonstrable requirement.

How to apply

If you meet the above requirements, we would love to hear from you. To view the position description and start your application please click on the **web link** below. Applications should include a resume and a cover letter, highlighting your relevant experience to the position. Attachments can be uploaded in .doc, .docx, or .pdf formats.

Should you have any questions about the position please refer to the position description or contact Craig Swift on 0411 483 030.

Please note, preferred applicants will be subject to pre-employment checks to comply with the VPS pre-employment screening processes.

Applications close 25 October 2020.

[Click for further information
and a link to apply](#)