

Job and Person Specification

Role Title	Senior Manager Governance & Legal	Classification	SM1
Reports to	Director Corporate	Direct Reports	6
Directorate	Corporate	Team	Governance & Legal

About the LSA

The Lifetime Support Authority (LSA) delivers the Lifetime Support Scheme (LSS) which was established under the *Motor Vehicle Accidents (Lifetime Support Scheme) Act 2013* (SA).

Through the Scheme, the LSA plans and funds treatment, care and support services for people who sustain serious injuries in motor vehicle accidents in South Australia, regardless of fault. Serious injuries including brain and spinal cord injuries, amputations, burns and blindness can require a lifetime of support to help people engage in rehabilitation and maximise their independence in the community.

Our Vision	Making a difference in the lives of participants, who are at the centre of what we do.
Our Purpose	We plan and fund person-centred treatment, care and support services to make a positive difference to participants' recovery and independence.

The LSA actively promotes flexible working arrangements and values diversity in the workplace.

Role Purpose

The Senior Manager Governance & Legal is accountable to the Director Corporate and responsible for leading the strategic direction and operational delivery of the governance, legal, compliance and risk, and legislative and regulatory aspects of scheme management. This includes the management and allocation of quality of work to ensure alignment with the strategic direction and priorities of the LSA.

The role oversees the design and implementation of systems and processes to support the effective governance and legal operations within the LSA. This includes the LSA Charter, governance framework, legislative and regulatory compliance, internal and external audit programs, policy development and review, risk registers, Board and Committee secretariat, and the provision of an effective and efficient legal service.

Key Deliverables

- Provide leadership, supervision and direction to the Governance & Legal team, including oversight of governance, compliance, risk, legal, policy, audit, records and information management, and Freedom of Information functions.

- Provide expert advice to Executive and the Board on, and lead the management of, effective systems and programs for governance, legislative compliance, risk management, business continuity planning, and policy, legislative and regulatory compliance.
- Provide expert advice on the interpretation and application of the MVA (LSS) Act and the LSS Rules.
- Identify and lead the implementation of continuous improvements to LSA's risk legal services and risk management approach including reviews of associated frameworks, policies, risk appetite statements, operational risk register and enterprise risks.
- Provide expert advice to Executive and the Board on, and oversee the implementation of, the LSA's internal audit program.
- Manage the annual review and updates to the LSA Charter.
- Oversee the effective and efficient delivery of the Board Secretariat and Committee Executive Officer function.
- Provide expert advice on complex governance, compliance and risk issues concerning the delivery of projects and initiatives across the organisation to achieve the LSA's strategic and business plans.
- Lead the preparation of Cabinet Submissions, Parliamentary briefings, reports, presentations and other correspondence pertaining to the implementation of the LSS.
- Lead the provision of legal advice and opinion on disputes and other relevant provisions under the Act and Rules, and matters related to eligibility and participation in the LSS.
- Lead high level investigative, research and analytical support, providing expert advice and recommendations in the evaluation of complex and sensitive legal issues.
- Lead consultation with key stakeholders, such as the Crown Solicitor's Office (CSO) and the Minister's Office, on complex and sensitive legal matters.

Key Relationships

- LSA employees, leaders and Board members.
- Crown Solicitor's Office, and other SA Public Sector Agencies.
- External stakeholders and service providers as required.

Special Conditions

- Appointment is subject to a satisfactory Nationally Coordinated Criminal History Check (NCCHC) that is no more than six months old.
- Some out of hours work may be required.
- Some intrastate/interstate travel may be required.
- The incumbent must work in accordance with the Code of Ethics for the South Australian Public Sector, the LSA Participant Service Standards, and all relevant policies, procedures and legislative requirements.
- The incumbent may be assigned to other positions at the same remuneration level across the LSA.



Key Selection Criteria

Qualifications

Tertiary qualifications in Law, governance, risk management or a related field.

Skills, Knowledge and Experience

- Demonstrated extensive experience in leading and managing diverse teams including the performance and development of employees.
- Demonstrated ability to deliver on organisational strategic objectives and high-level operations for the governance, compliance, risk and legal functions, systems and services.
- Demonstrated ability to identify and analyse issues, develop appropriate strategies, solutions and recommendations.
- Detailed knowledge of governance and legal obligations for statutory authorities, including legislation, standards, codes, policies and instructions from Government.
- Proven high level capacity to lead and evaluate complex systems, documents, policies and procedures and ensure required standards are met.
- Proven high level experience in complex policy or legislation development, interpreting and administering legislative requirements and coordinating strategic planning.
- Demonstrated experience reporting to, and influencing the decisions of, executives, Boards, or similar parties.
- Demonstrated experience in successfully leading and delivering complex projects.