POSITION DESCRIPTION

Title	Deputy General Counsel
Department	Legal
Reporting to	General Counsel
Location	Sydney NSW
Last Updated	October 2026
Employment	Contract Role commencing November/December 2026 ending May/June 2027

PURPOSE

The Deputy General Counsel is a six-month fixed-term role established to provide senior, hands-on legal and governance support across the Australian Olympic Committee and associated Australian Olympic Group entities and initiatives. Reporting to the General Counsel, the role will independently lead priority governance, policy, contracting and commercial matters, while providing practical, risk-based advice to senior stakeholders, the CEO and, on occasion, Boards.

This is a delivery-focused role with no direct reports or delegation capacity. The successful candidate will be expected to take ownership of matters from initial scoping and drafting through consultation, negotiation, approval and implementation.

KEY DELIVERABLES

- Lead the drafting, consultation and approval process for Australian Olympic Committee policies and governance-related projects.
- Lead the drafting, consultation and approval process for Australian Olympic Community Foundation and Australian Olympic Athletes and Coaches Foundation policies, by-laws, service agreements and governance-related projects, including delivery of relevant materials to the Board.
- Lead the Australian Olympic Athletes and Coaches grant governance project, including the development and delivery of associated funding agreements.
- Lead the legal servicing of the Pacific Athletes Project.
- Lead the negotiation of Olympics Unleashed Funding Agreements.
- Lead legal servicing required for AOC community initiatives, excluding safeguarding matters.
- Support ad hoc legal servicing required for Australian Olympic Group initiatives, particularly events-related matters, including Work Health and Safety review.

KEY RESPONSIBILITIES

- Provide clear, commercially practical and risk-based legal advice across governance, contracts, funding agreements, policies and strategic projects.
- Independently manage legal workstreams, priorities and deadlines, escalating material legal, governance, commercial or reputational risks to the General Counsel.
- Draft and review Board and executive materials, legal advice, policies, by-laws, agreements, governance documents and approval papers.
- Lead consultation with internal stakeholders and external advisers, incorporating feedback while maintaining legal integrity and delivery momentum.

- Negotiate agreements and resolve issues in a manner that protects the AOC's interests and supports timely delivery of organisational priorities.
- Build effective working relationships with the CEO, executives, project leads, external advisers and, where required, Board and committee stakeholders.
- Maintain accurate records of advice, approvals, agreements, obligations and key decisions.
- Work flexibly across priority matters and contribute directly to drafting, review, negotiation and implementation activities.

EXPERIENCE PROFILE

- Bachelor of Laws
- Significant post-admission legal experience, ideally gained as a Senior Legal Counsel or in a comparable senior in-house role, with readiness to step into broader Deputy General Counsel responsibilities.
- Demonstrated experience in governance and commercial contracting, including strong drafting and negotiation capability.
- Experience advising senior leaders and managers and Board sub-committees is highly regarded
- Experience in sport and governance highly regarded

SKILLS AND ATTRIBUTES

- Strong governance capability and a practical understanding of decision-making, delegations, approvals and Board processes.
- Highly developed commercial negotiation skills and the ability to balance legal protection with pragmatic delivery.
- An independent working style, personal accountability and confidence taking ownership of complex matters.
- A strong risk mindset, with the judgement to identify, assess, communicate and manage legal, governance, commercial and reputational risks.
- Excellent legal drafting, analytical and communication skills, with the ability to translate complexity into clear recommendations.
- Credibility and confidence engaging with the CEO, senior executives and, on occasion, Boards.
- A hands-on, collaborative approach and willingness to roll up sleeves to complete the work required.
- Strong prioritisation, organisation and stakeholder management skills in a fast-moving environment.

ADDITIONAL RESPONSIBILITIES

- Demonstrate and uphold the AOC Values of Respect & Perseverance, Integrity, Excellence, Courage and Teamwork, and contribute to an inclusive, respectful and high-performing workplace.
- Work in a manner that minimises exposure to legal, reputational, regulatory, financial, operational and commercial risk.
- Comply with AOC policies, governance requirements, confidentiality obligations and records management practices.

- Be mindful of Work Health and Safety obligations and support the AOC to provide a safe environment for employees, contractors, volunteers and participants.
- Be mindful of the AOC's Reconciliation Action Plan and contribute to meaningful reconciliation through the role.

SUCCESS IN THE ROLE

Success will be demonstrated through the timely delivery of the identified six-month work program; high-quality, fit-for-purpose legal and governance outputs; effective consultation and approvals; commercially sound agreements; clear escalation and management of risk; and trusted support to the General Counsel, CEO, senior stakeholders and relevant Boards and subcommittees.