

## About Clearpoint Legal:

Clearpoint Legal is a boutique law firm that provides strategic corporate and commercial advice to a diverse range of businesses.

We work like in-house lawyers, but for several different businesses. We are our clients' legal department, or we work with them to support and enhance their existing legal teams. We work at our client's premises, from our offices or from home. Our office at Hub Parliament Station is Melbourne's premier co-working destination. It has great natural light, spectacular views, parks nearby and excellent coffee on tap.

Our clients operate in fast moving environments so providing just what they need, when they need it, is what matters to us. Not the hours you keep or the minutes you record. All law firms talk about the importance of work-life balance, but we believe we've actually achieved it. Caring for our clients and caring for our team are what we value most. Because we do law differently, we need lawyers who think differently.

## The role:

Due to recent business growth we are looking for an experienced, dynamic corporate/commercial lawyer to join our close-knit team. The role will include providing general commercial legal advice to our clients across a wide range of industries, including in the technology, professional services, sporting and automotive sectors. The role will not involve any litigation work.

We are open to the role being full-time or part-time (but a minimum of 3 days/week) for the right candidate/s. It will predominantly entail in-house counsel work, which can be done from the client's premises, our offices and from home.

This role offers a fantastic opportunity to get involved in a wide variety of legal work in a supportive and flexible work environment, as well as the chance to actively contribute to the direction and growth of our innovative firm.

It also creates a genuine opportunity for the right person to gain valuable in-house counsel experience.

## The salary

The full-time equivalent salary is \$80,000 - \$100,000 per annum including 9.5% superannuation.

## Who we are looking for:

Selection criteria:

1. Significant experience with drafting, reviewing and negotiating commercial business contracts;
2. A proven record of working effectively in fast-moving environments;
3. The ability to think commercially about legal advice;
4. The ability to find simple, practical solutions to non-standard issues;
5. The willingness to deliver work that doesn't exceed client needs;
6. Experience in advising clients on consumer law issues;
7. An unrestricted Australian legal practising certificate; and
8. The ability not to take themselves too seriously.



The following will be highly regarded but are not essential:

9. Experience working in an in-house legal team; and
10. Experience in assisting clients in corporate transactions, including fundraising and business acquisitions;

**How to apply:**

***This section is very important. Please follow the instructions provided.***

Your application must address each of the selection criterion individually, including the two non-essential criteria. To give your application the best chance of being considered, please provide detail such as examples of how you meet each of the criteria, not simply an assertion that you do. Please send your written response to the 10 selection criteria listed above **plus** your CV or resume to [ellyn@clearpoint.legal](mailto:ellyn@clearpoint.legal) by **noon on Friday 27<sup>th</sup> September**.

**Additional information about our recruitment process**

- The recruitment process is being managed for us by Ellyn Martin from Business Growth Strategies.
- Ellyn will do an initial shortlisting of applicants based on written responses to the selection criteria;
- Those who are unsuccessful at this stage will be advised by email;
- Ellyn will conduct a brief (30 - 40 min) telephone interview at a mutually agreed time to further shortlist applicants;
- For applicants selected to proceed to interview stage, there will be a face-to-face 90-minute interview;
- ***The interviews will take place on Wednesday 16<sup>th</sup> October at Hub Parliament Station, Level 18, 1 Nicholson Street, East Melbourne VIC 3002.***
- Applicants who are offered a face-to-face interview will be asked to undertake a short (10 to 15 minute) online Talent Dynamics profile assessment prior to the interview (instructions will be provided);
- Following the interview, the preferred candidate/s will be asked to provide the names and contact details of 3 - 4 referees, including someone from their current place of employment (if applicable). We will discuss with you who we'd like to speak with.
- The successful candidate will have a **3-6 month** probationary period.

***If you need more information about the role, please contact us at [hello@clearpoint.legal](mailto:hello@clearpoint.legal).***

***If you need more information about the recruitment process, contact Ellyn Martin on 0412 375 760 or at [ellyn@clearpoint.legal](mailto:ellyn@clearpoint.legal).***