



culturev8

Professionals enhancing community led development.

CULTUREV8 PTY LTD
ABN 57 676 204 238

Position Description – Senior Legal Services Lead

Reports to – Practice Director

About us

We are a growing, values-driven consultancy, trusted for our deep understanding of community dynamics and our ability to deliver practical, integrated solutions.

At culturev8, we provide professional services across law, business strategy, and community engagement, all with a clear focus on advancing community-led development.

We work alongside local governments, Indigenous organisations, community service providers, and private sector partners, to navigate complex challenges, and unlock opportunities across diverse settings.

The opportunity

Under the supervision of the Practice Director who holds a principal practicing certificate issued by the Queensland Law Society, you will coordinate the legal services division of the business. This includes sourcing new business, coordinating existing business, client liaison, and performing legal services work.

The benefits

- \$160,000 FTE, plus 12% superannuation
- Fully remote
- Flexible working arrangements
- Part of a diverse multi-disciplinary team, with opportunities for skill development
- Opportunity to travel to unique parts of Australia

About you

You are a qualified lawyer holding a current practicing certificate with the Queensland Law Society (employee or principal), with 5+ years' post-admission legal experience.

You are driven by a genuine commitment to inclusive, community-led outcomes and bring compassion, integrity, and a strong work ethic to your role.

With demonstrated experience in collaborative communication and community consultation, you engage confidently with a diverse range of stakeholders and adapt your approach to suit different contexts.

You are highly organised, self-directed, and equally effective working independently or within a team. You bring a solutions-focused mindset to your work, approaching challenges with optimism and initiative.

You empower your team and lead by example, demonstrating exemplary conduct, professionalism, integrity, respect, and courtesy.

You are available for occasional travel to regional and remote locations for work.

Key responsibilities

- Coordinate the delivery of existing legal services, including managing legal staff and consultants
- Provide high-quality legal services within your areas of expertise
- Engage directly with clients and stakeholders
- Source and secure new legal services business
- Contribute to the continued growth of a values-based, multi-disciplinary team.

Selection criteria

SC1 - Local Government experience

Demonstrated experience providing legal services to the Local Government industry (specifically in Queensland) with familiarity of the Local Government Act 2009 (Qld) or similar.

SC2 - Indigenous Land Management Experience

Demonstrated experience providing legal services in the area of Indigenous Land Management, including but not limited to leasing and licensing, land tenure management (Deed of Grant in Trust/ Aboriginal Land/ Torres Strait Islander Land), Native Title and Cultural Heritage.

SC3 - Contracting and Procurement Experience

Demonstrated experience providing legal services in the area of contracting and procurement, particularly with respect to building contracts, contracts for service and Australian Standard contract suites etc.

SC4 - Strong Communication Skills

Excellent written and verbal communication skills, with the ability to engage clearly, confidently, and respectfully, across a wide range of audiences.

SC5 - Stakeholder and Community Relationships

Proven ability to build and maintain positive and respectful relationships with a wide range of stakeholders, including community members, NGOs, councils, and private sector partners, across diverse contexts.

SC6 - Cultural Proficiency and Inclusion

Demonstrated ability to work inclusively with people from varied cultural backgrounds, with a commitment to equity, cultural safety, and addressing barriers to participation.

SC7 - Organisational and Time Management Skills

Strong ability to manage competing priorities, meet deadlines, manage staff and consultants, and maintain attention to detail in a fast-paced professional environment.

Desirable criteria

DC1 - Commercial Litigation/ Dispute Resolution Experience

Demonstrated experience providing legal services in the area of commercial litigation and/or commercial dispute resolution, particularly relating to building contracts etc.

Mandatory qualifications

- Current QLS Practicing Certificate (employee or principal)
- Blue Card for working with children in Queensland (or ability to obtain one)
- Queensland Open Driver's License

Corporate responsibilities

Policy and Procedural Responsibilities

Be aware of, and act strictly in accordance with, all organisational policies and procedures.

Code of Conduct

Adhere to behaviors, responsibilities, and actions identified within the organisation's Code of Conduct. Personnel not adhering to the Code of Conduct will be subject to disciplinary action.

Work Health and Safety

- Comply with all work health and safety legislation, codes of practice and procedures.
- Ensure risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.