

[REDACTED]

From: Mcfadyen, Manus
Sent: Wednesday, 2 April 2014 11:40 AM
To: [REDACTED] ([REDACTED]@hays.com.au)
Subject: Director Media and Comms [SEC=UNCLASSIFIED]

Categories: File

UNCLASSIFIED

[REDACTED]

As discussed, below are a couple of paras on the Royal Commission and the Director Media and Comms we are seeking to fill as a matter of urgency. I'd be happy to discuss the Royal Commission or the role in more detail as required.

Royal Commission into Trade Union Governance and Corruption

On 10 February 2014, the Prime Minister announced that he would be recommending to the Governor-General, Her Excellency Ms Quentin Bryce AC CVO, the establishment of a Royal Commission to inquire into alleged financial irregularities associated with the affairs of trade unions. The Office of the Trade Union Royal Commission has been established to provide administrative support to the Royal Commission.

Information on the Royal Commission is available at <http://www.tradeunionroyalcommission.gov.au>

Director, Media and Communications, Office of the Trade Union Royal Commission

The Office of the Trade Union Royal Commission is seeking a highly motivated and experienced media and communications professional to occupy the position of Director, Media and Communications. The position will head up a, currently, small media and communications team for the Royal Commission. The team will be responsible for looking after internal communications, external communications and issues/media management. The Director will hold particular direct responsibility for proactive issues/media management and in this regard will require:

- ability to proactively manage issues arising from the business of the Royal Commission on a daily basis
- ability to effectively manage media enquiries and attendance at public hearings
- ability to manage the development and maintenance of internal and external communications strategies

We would only be interested in considering candidates with extensive relevant experience in issues/media management. This may include significant experience as a journalist or as a press secretary in a government or ministerial environment. The candidate will also need to be able to manage the provision of other internal and external communication services (website, design/branding, social media etc).

Happy to discuss further.

With thanks

Manus

Manus McFadyen | Director Business Services
Royal Commission into Trade Union Governance and Corruption

[REDACTED]

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[REDACTED]

From: Mcfadyen, Manus
Sent: Wednesday, 2 April 2014 11:09 AM
To: [REDACTED]@hudson.com
Subject: Director Media and Comms and General Counsel roles [SEC=UNCLASSIFIED]

Categories: File

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[REDACTED]

As discussed below are a couple of paras on the two senior positions we are seeking to fill as a matter of urgency. I'd be happy to discuss either in more detail with whomever might be handling.

Director, Media and Communications, Office of the Trade Union Royal Commission

The position will head up a, currently, small media and communications team for the Royal Commission. The team will be responsible for looking after internal communications, external communications and issues/media management. The Director will hold particular direct responsibility for proactive issues/media management and in this regard will require

- ability to proactively manage issues arising from the business of the Royal Commission on a daily basis
- ability to effectively manage media enquiries and attendance at public hearings
- ability to manage the development and maintenance of internal and external communications strategies

We would only be interested in considering candidates with extensive relevant experience in issues/media management. This may include significant experience as a journalist or as a press secretary in a government or ministerial environment.

General Counsel, Office of the Trade Union Royal Commission

The Office of the Trade Union Royal Commission is seeking a highly motivated and experienced lawyer to occupy the position of General Counsel. The General Counsel will have responsibility for the management and delivery of high quality, timely legal services to the Royal Commission and the Chief Executive Officer of the Office of the Trade Union Royal Commission.

The successful candidate will have experience in the management and delivery of complex legal services, high level leadership skills, a demonstrated capacity to manage a external legal services provider, and a strong track record of building and cultivating productive stakeholder relationships.

Qualifications

- A law degree;
- Admission as a barrister or a solicitor of the Supreme Court of a State or Territory, and entry in the Register of Practitioners kept in the High Court of Australia; and
- Possession of an unrestricted practising certificate or ability to obtain if necessary (or equivalent right of unrestricted practice).

Desirable skills

- Specialist technical skills in administrative law and commercial law;
- Strong legal analysis, drafting and communication skills.
- Experience managing external legal service providers and government legal services, particularly complex judicial/administrative review matters and/or dispute resolution services;
- Strong commitment to cultivating strong stakeholder relationships; and
- 5-8 years post admission experience, or a comparable level of other relevant experience.

Duty statement

1. Lead a team to deliver high quality, timely and cost-effective legal services to a range of key stakeholders include the Royal Commissioner, Counsel Assisting, and the Chief Executive Officer.
2. Attend hearings and interviews conducted by the Royal Commission on behalf of the Office of the Trade Union Royal Commission.
3. Lead a team to achieve the Royal Commission's operational and strategic goals, including managing the Commission's legal risks.
4. Instruct and manage the solicitors assisting the Royal Commission.
5. Provide strategic legal and legal policy advice to the Royal Commissioner, Counsel Assisting and the Chief Executive Officer in relation to the operation of the *Royal Commissions Act 1902* and other relevant legislation and legal principles as required.
6. Actively develop and maintain working relationships across the organisation and with stakeholders.
7. Supervise, guide and mentor staff, including members of the legal team.
8. Represent the Office of the Trade Union Royal Commission at internal and external meetings and forums.
9. Promote workplace safety, equity and diversity and environment practices in the workplace.
10. Commit to, promote and model the APS Values and APS Code of Conduct
11. Other relevant duties as may be required from time to time.

Regards

Manus

Manus McFadyen | Director Business Services
Royal Commission into Trade Union Governance and Corruption

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