

Position Description

Employee Name:	Vacant
Title:	Head of Legal
Employment Type:	Ongoing
Position reports to:	General Manager, Finance and IT (CFO)
Effective Date:	X Month 2026

About Innovation Victoria

Innovation Victoria's *Vision* is to support a thriving innovation ecosystem and the commercialisation of innovative ideas in Victoria. IV will achieve this Vision for public benefit by operating as efficiently as possible, consistent with prudent commercial practice; and maximising its contribution to the economy and wellbeing of the State.

Innovation Victoria's *Mission* is to be a unified 'front door' for innovation and commercialisation supports and promote Victoria as the 'ideas capital', building the capability of Victoria's innovative people and companies and growing capital available to innovators in Victoria.

IV will encourage broader public benefits to be realized in Victoria including

- De-risking or incentivising investment by other investors, complementing rather than crowding out private market to increase the total capital available to Victorian innovators;
- Increasing high-value jobs and economic activity, improving productivity, growing exports and deepening Victoria's economic diversity;
- Optimising the economic value of knowledge, intellectual property and research capabilities within Victoria, creating, retaining and growing local companies;
- Accelerating the commercialisation of solutions that generate positive economic, social and environmental impact, alongside a financial return; and
- Addressing access to agreed market failures such as capital limitations in Victoria's venture capital market, including for innovation-intensive 'deep-tech', and for cohorts that experience disproportionate barriers to attracting capital.

Innovation Victoria prepares an annual updated Corporate and Investment Plan (CIP). The CIP includes IV's objectives and mandate including financial and non-financial goals and Strategic Asset Allocation (SAA) guiding the organisation to achieve targets including its investment mandate.

To deliver against the CIP objectives, IV's Strategic Pillars are:

1. **Investment Excellence:** disciplined, policy-aligned investing
2. **Supporting Startup Success:** delivering measurable impact for the Victorian innovation ecosystem
3. **Stakeholder Leadership:** co-creating trust and value
4. **Capability and Culture:** team growth, learning and alignment

At Innovation Victoria, we prioritise an inclusive, flexible work environment that empowers our team to excel. Based at 31 Queen Street, we operate in a 3-2 hybrid working model with a vibrant, well-equipped office designed for collaboration and growth.

Role Overview

Reporting to the General Manager Finance and IT (CFO), the Head of Legal ensures that Innovation Victoria is enabled with quality legal advice and services, across the corporate and capital transactions of the company.

The Head of Legal will lead the Legal function to support Innovation Victoria's strategic objectives, including delivery of the Corporate and Investment Plan. They will work closely with all areas of the business including the Investment Management team to provide or procure fit for purpose, quality advice relating to term sheets, due diligence findings, investment structuring, conditions of investment, long form documentation and ongoing value creation activities.

The Head of Legal will also maintain a panel of appropriately qualified legal professionals in accordance with IV Policies and Procedures; and provide or procure legal advice for internal stakeholders on a diverse range of legal issues including legislative reform, administrative law, statutory interpretation, commercial matters, confidentiality, privacy, and data security related matters.

The Head of Legal will develop effective and appropriate relationships with legal service providers across the ecosystem to ensure the delivery of value for money through engagements and will ensure all activities of the Legal function serve its internal clients to achieve Innovation Victoria's objectives.

Key Accountabilities

Core Role Responsibilities:

- **People Leadership and Organisational Culture:** Inspire and lead a diverse, high-performing team within Special Operations and across the organisation. Foster a collaborative, inclusive, and values-driven culture that supports learning, professional growth, and organisational capability. Role model constructive leadership behaviours and coach direct reports to be effective people managers and role models. Practice active listening, ensuring those who are speaking feel genuinely heard and understood and demonstrate humility when incorporating feedback from others.
- **Commercial Transactions and Legal Advice:** Lead the Legal function to support Innovation Victoria's strategic objectives, including delivery of the Corporate and Investment Plan. Provide authoritative timely and accurate legal advice across all business activities, including sensitive, complex, and high-risk matters. Oversee the management of legal risk and budget through the resolution of disputes, claims and litigation; protection of data, privacy, and confidential information; and the drafting, negotiation, and management of legal agreements. Manage external legal counsel as required within agreed budget and scope constraints.
- **Legal Operations, Policies, and Risk Management:** Develop, enhance, and implement legal policies, procedures, and internal processes to improve operational efficiency and support investment transactions. Manage legal risk effectively by ensuring streamlined legal workflows and appropriate controls relating to legal matters.
- **People Development and Team Leadership:** Inspire, lead and develop the Legal team, fostering professional growth through coaching, mentoring, and leadership. Build capability and performance within the team and across the organisation to support organisational objectives.
- **Legal Strategy, Advice, and Risk Management:** Ensure Innovation Victoria's Legal activities comply with all relevant legislative, regulatory, and professional standards. Drive continuous improvement in business management processes, implementing practical, business-focused strategies to enhance performance, accountability, and risk management. Working through the CFO, support Board and Committee functions and activities as required.

- **Stakeholder Engagement and Relationship Management:** Build and maintain strong relationships with key stakeholders, including portfolio investee companies, Victorian government agencies, research institutions, academia, and industry.

People Manager Responsibilities

- Responsible for the Legal team, delivering a high performing team with employee engagement above 75% (Innovation Victoria Group and team results).
- Communicates Innovation Victoria's vision and goals clearly to ensure team alignment.
- Set clear goals and expectations aligned to team and business priorities.
- Hold regular 1:1s (minimum fortnightly) and team check-ins to track progress, address blockers and maintain alignment.
- Provide timely, constructive feedback to drive employee performance and development.
- Address underperformance promptly and fairly.
- Support career growth through coaching, development planning, and identifying opportunities.
- Ensure every team member understands their role, responsibilities, and success measures.
- Foster an inclusive, engaged, and psychologically safe team environment.
- Role model company values and leadership behaviours in daily practice.
- Complete people processes (e.g. onboarding, reviews, probation) on time and to standard.
- Escalate risks, capacity gaps, or systemic blockers impacting team delivery.

Key Capabilities

- **Legal Experience:** Commercially astute, senior lawyer with at least 10 years' experience in a commercial/corporate environment for a complex organisation. Demonstrated experience as an inhouse lawyer.
- **Sector Experience:** Strong knowledge, understanding and experience in investment and asset management, finance and commercial transactions, service delivery and business management.
- **Project Management:** Proven capability and experience in leading a range of complex and innovative projects through partnerships with people across business areas, functions, external stakeholders and deliver timely and high-quality outcomes.
- **Business Acumen:** The ability to balance commercial and legal considerations to deliver practical solutions. Have a pragmatic commercial focus with the ability to anticipate legal issues, needs and opportunities, and to respond in a proactive way.
- **Confidentiality:** Able to independently manage complex and sensitive matters.
- **Collaboration:** Forge partnerships across the team, management, investment sector and across government, particularly to enable the effective delivery of corporate outcomes.
- **Communication:** Outstanding influencing, communication, negotiation, conflict resolution and interpersonal skills. Collaborative and engaging people skills.
- **Leadership:** Demonstrated ability to support and maintain a high-performance, accountable team culture. Experienced in setting clear goals and expectations, holding self and others accountable for results, and fostering shared ownership of outcomes. Skilled in providing constructive feedback and coaching to drive continuous improvement and strong team performance.

Organisational Values

Behaviours we expect of everyone at Innovation Victoria.

- **Passion:** We are driven by a belief in Innovation Victoria's mission to deliver lasting impact for Victorians. We bring curiosity, energy, and purpose to everything we do finding meaning in both the journey and the outcome.
- **Integrity:** We act with honesty, transparency, and accountability in every interaction. We do the right thing, even when it's difficult, ensuring trust and ethical alignment in our decisions and actions.
- **Community:** We foster a culture of collaboration and collective success. We champion connection, inclusion, and generosity, working in service of our ecosystem and each other.
- **Respect:** We treat others with kindness, openness, and humility. We value diverse perspectives and seek to create safe, inclusive environments for all to thrive.
- **Innovation:** We challenge the status quo and think boldly to create new value. We embrace experimentation, learn from setbacks and seek better ways to solve complex problems.

Organisational Virtues

One Team	Innovation Victoria Team Members prioritise the success of the organisation. All team members' focus is on achieving the broader mission and priorities of IV in their day-to-day work
Solutions Focus	Team Members are encouraged to define the problem, explore options, and recommend practical solutions; and be empowered to implement decisively and learn from every outcome. All IV team members take full accountability to the organisation, one another and their peers, for results
Candid Dialogue	Team Members welcome healthy and open debate and address disagreements openly and respectfully. We challenge ideas, not people. If team members disagree, they are encouraged to speak up (and team members allow them to be heard)
United Front	All Team Members commit to transparency and alignment. Once decisions are made, we move forward together, trusting in positive intent. Undermining decisions or withholding feedback is inconsistent with our Virtues
Psychological Safety	All Team Members proactively work to create an environment where everyone feels safe to speak up. Team Members at all levels within IV are encouraged to actively listen to and amplify the voices of their team and their peers