



Senior Lawyer, Procurement & Contracts

Reporting to	General Manager – General Counsel and Governance
Classification/Band	EL2
Location	Canberra Or Sydney, NSW
Duration	Fulltime/Part-Time - Ongoing

Overview of the Authority and context of the role

The High Speed Rail Authority (the Authority) is developing Australia's future national high speed rail network, connecting regions, cities and communities.

The Authority is an independent corporate Commonwealth entity governed by an independent board.

The Australian Government is planning a future high speed rail network to connect Brisbane, Sydney, Canberra, Melbourne and regional communities across the east coast of Australia.

Stage 1 of this nationally-significant project would connect Newcastle to Sydney on a dedicated new railway line with new world-class trains capable of travelling up to 320km/h. High speed rail stations would be built in central Newcastle, on the Central Coast and in central Sydney. Other stations are also under consideration.

Journeys would be at least twice as fast as now – it would take about an hour to get from Newcastle to Sydney and about 30 minutes from the Central Coast to Newcastle or to Sydney.

As the proposed network expands, covering a distance of more than 1,800 kilometres by 2060, further regions and communities would be connected by high speed rail.

A journey from Canberra to Sydney would take about 90 minutes, while it would take about 4 hours to travel from Melbourne to Sydney or from Sydney to Brisbane.

The Authority's role includes providing policy and planning advice and recommendations to the Australian Government and undertaking research and evaluation in relation to the high speed rail network and corridor along the east coast. More information about the Authority and our work is available at: www.hsra.gov.au.

Primary purpose of the role

The Senior Lawyer – Procurement and Contracts plays a pivotal role in delivering expert legal advice and strategic support across all stages of Commonwealth procurement, tendering and contracting activities. This position ensures compliance with the PGPA Act, Commonwealth Procurement Rules, and APS probity standards, while proactively identifying and managing legal risks associated with tendering, contract formation, and contract management. The role is responsible for drafting, reviewing, and negotiating complex contractual arrangements, developing and implementing probity management plans, and liaising with external legal and probity advisors to uphold governance integrity. Through collaboration with internal stakeholders and contribution to policy development, the Senior Lawyer strengthens HSRA's legal capability and embeds ethical, compliant procurement practices across the organisation.

Key Responsibilities

This role will be responsible for:

Legal Advice and Risk Management

- Providing authoritative legal advice on Commonwealth procurement, contracting, and probity matters in accordance with the Public Governance, Performance and Accountability Act 2013 (PGPA Act) and Commonwealth Procurement Rules (CPRs).
- Identifying, assessing and managing legal risks associated with tendering, contract formation, and contract management.
- Escalating complex legal and probity risks to the General Counsel with clear recommendations and mitigation strategies.
- Supporting strategic sourcing initiatives and procurement reform projects with legal insight and compliance assurance.
- Delivering training and awareness on a range of contract and procurement related topics and issues.
- Developing best practice and continuous improvement guidelines.

Strategic Legal Support

- Assisting the General Counsel with legal input into strategic procurement planning, sourcing strategies, and governance frameworks.
- Monitoring legislative and policy developments affecting Commonwealth procurement and contracting, and advise on implications.
- Representing the legal function in cross-agency forums, working groups, and procurement governance committees.

Probity and Compliance

- Designing and implementing probity management plans tailored to high-value or sensitive procurements.
- Ensuring compliance with APS probity principles, including conflict of interest declarations, confidentiality protocols, and equitable treatment of suppliers.
- Liaising with external probity advisors and legal counsel to ensure robust governance and defensible procurement processes.
- Promoting ethical conduct and integrity in procurement consistent with HSRA Values and the Code of Conduct.
- Supporting the procurement team and procurement managers to gather, coordinate and prepare supplier information for Modern Slavery reporting.

Contract Drafting and Review

- Drafting, reviewing, and negotiating complex Commonwealth tender documentation, contracts, consultancy agreements, and procurement documentation.
- Developing and maintaining standard form templates and model clauses to support consistent and compliant contracting practices.
- Advising on contract types, terms, and risk allocation to support value-for-money outcomes and enforceability.

Stakeholder Engagement and Capability Building

- Providing guidance and training to internal stakeholders on procurement obligations, probity protocols, and contract management best practices.
- Collaborating with procurement officers, project managers, and executive leaders to embed legal compliance into operational workflows.
- Contributing to continuous improvement of internal procurement policies and legal frameworks.

Knowledge, Experience and Skills

The below table shows the technical and core professional capabilities required for this role, as well as the skills and experience needed to fulfill the relevant capabilities:

Capability	Skills and experience, with the ability to:
Technical Capabilities	
Inhouse /Private Sector Experience	<ul style="list-style-type: none"> • 5+ years PQE and current Legal Practising Certificate; working in a well-established in-house legal team or legal firm with a strong government practice; understanding and in Commonwealth Procurement rules, PGPA requirements and experience working in a fast paced, dynamic environment.
Commonwealth Procurement Rules	<ul style="list-style-type: none"> • Expert knowledge of Commonwealth Procurement Rules (CPRs) and PGPA Act • Demonstrated experience in government legal practice, particularly in procurement, probity, and contract law.
Legal Agreements	<ul style="list-style-type: none"> • Skilled in drafting and negotiating complex legal agreements within a public sector context. • Skilled in negotiating and providing advice on procurement and contracting strategies to meet company objectives and commonwealth guidelines.

Contract Management	<ul style="list-style-type: none"> • Experience in government tendering process and contract risk management • Familiarity with government tendering processes, including RFTs, RFQs, and evaluation protocols. • Experience advising on contentious and non-contentious contractual matters and supporting the management of contractual notices and claims.
Probity Plans	<ul style="list-style-type: none"> • Experience working with external legal and probity advisors in high-value or high-risk procurements • Familiarity with engaging external legal and probity advisors • Experience working with teams to prepare probity management plans and implementing effective controls and monitoring mechanisms.

Core Capabilities as a leader at the Authority

Support Strategic Direction	<ul style="list-style-type: none"> • Provides expert legal advice that anticipates risk and aligns with strategic procurement and governance priorities.
Achieve Results	<ul style="list-style-type: none"> • Delivers timely, high-quality legal solutions that enable compliant, value-driven procurement outcomes.
Productive Working Relationship	<ul style="list-style-type: none"> • Builds collaborative partnerships across the agency to promote integrity and uplift legal capability.
Display Personal Drive and Integrity	<ul style="list-style-type: none"> • Demonstrate ethical leadership and accountability in managing complex legal and probity matters.
Communicate with Influence	<ul style="list-style-type: none"> • Translates complex legal concepts into clear, persuasive advice that informs executive decision-making.
Leads and Develops People	<ul style="list-style-type: none"> • Mentors legal professionals and fosters a high performance culture grounded in public sector values.

Behavioural Indicators

The following behavioural indicators are key attributes that will be required for this role to succeed:

Anticipates legal and commercial risks in procurement **Strategic Thinking** and contracting, aligning advice with strategic and ethical objectives.

Initiatives and Innovation	Identifies opportunities to enhance procurement integrity, streamline legal review processes, and embed probity safeguards
Judgement & Decision-Making	Applies sound legal and commercial judgement in complex procurement scenarios, balancing compliance, value-for-money, and risk exposure.

Collaboration and Leadership	Seeks legal input into procurement planning and contract negotiations, fostering collaboration across legal, finance and operational teams.
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Key Stakeholders

The below table shows the internal and external relationships that will be necessary in this role:

Relationship	Relationship requirements and objectives
Internal	
	<ul style="list-style-type: none"> • General Counsel and Board Secretary • CEO and Senior Leadership team • Risk Advisors • Procurement and Finance Team • Project delivery team • Projects and commercial team
External	

- External legal service providers
- External probity advisors
- Auditors
- Regulators
- Government agency stakeholders
- Tenderers and External Suppliers

Eligibility Requirements

Employment with the Authority is subject to conditions prescribed within the [Public Service Act 1999](#) included:

- **Citizenship:** must be an Australian citizen to be eligible for employment with the Authority.
- **Health Assessment:** may be required to undergo a medical examination conducted by the Authority’s preferred medical provider.
- **Security Clearance:** Baseline Security Clearance

HSRA Values



Australian Government
High Speed Rail Authority



Our Values



Safety and wellbeing

We take responsibility to ensure that how we work and what we deliver will be safe. We recognise the importance of wellbeing for our staff and the wider team and will ensure we create a culture where people thrive.



Team work and respect

Our people and our culture drive our success. We value diverse perspectives and treat every individual with respect, kindness and consideration. We work together to leverage each other's strengths, share ideas and overcome challenges, creating a positive and productive work environment.



Accountability and integrity

We take responsibility for our actions and honour our commitments. We foster a culture of honesty, transparency and ethical decision-making to build trust and respectful relationships.



Agile and learning

We are efficient and undertake rapid issue resolution to inform timely decision-making. We have an openness to learn, develop and embrace change.



Impact and innovation

Our work is meaningful and will make a lasting positive impact for all Australians. We are committed to using our skills and talents to solve problems and create a better and more sustainable future. We promote creative and forward-thinking ideas and solutions.