



Australian Research Council (ARC)

Legal Counsel – FOI and Privacy

Classification	Executive Level 1	Reference No.	ARC26-005
Branch	Corporate and Enabling Services	Section	Legal
Location	Discovery House, Woden (ACT)	Employment Type	Non-ongoing (APS) - immediate start until December 2026
Salary	From \$123,461 - salary negotiable and matching available	Work arrangement	Full time
Closing date	11:59pm, Monday 6 July 2026	Agency Information	www.arc.gov.au
Contact Officer	Geoff Budd, Acting Chief Operating Officer, 02 6206 7224 Geoff.budd@arc.gov.au		
Eligibility Requirements	• Must be an Australian citizen • Undergo pre-employment screening • Must obtain or be able to obtain a Commonwealth Security Clearance Baseline Level		
Qualifications	• Undergraduate degree in law. • Admission as a legal practitioner of the High Court or the Supreme Court of an Australian State or Territory (5 years or more post admission experience is desirable). • Current ACT Practising Certificate		
How to apply	Provide a one-page pitch outlining why you are interested in the role, what you will bring to the ARC, and how your skills, experience and qualifications align with the responsibilities. The pitch should address the Position Description below. Please also attach a resume (maximum 4 pages). Our online Career Portal will guide you through the application and submission process.		

Could the Australian Research Council be right for you?

The ARC's small and high-performing legal team plays a central role in supporting the ARC Board and senior leadership, including contributing to the delivery of key reforms to the National Competitive Grants Program.

As Legal Counsel – FOI and Privacy, you play a trusted advisory role, working closely with senior executives and key stakeholders across the organisation. You will provide strategic, solutions-focused support in managing complex and sensitive FOI matters, while

strengthening the integration of privacy considerations across the ARC's activities and processes.

This role offers a valuable opportunity to contribute to high-impact work in a fast-paced environment. You will partner with the General Counsel and Deputy General Counsel to deliver high-quality legal advice across the full breadth of the ARC's operations, building your expertise and visibility while helping to support the integrity and effectiveness of Australia's research funding system.

The opportunity

Reporting to the Deputy General Counsel, this role primarily manages FOI, privacy, data and administrative law matters. Their main responsibilities include:

- **Provide strategic legal advice and risk management:** Deliver high-quality, practical legal advice across a range of matters, including information law, administrative law, and the application of the Australian Research Council Act and other relevant legislation, to support informed decision-making and manage legal risk.
- **Lead the delivery of FOI and privacy functions:** Manage complex and sensitive freedom of information requests, exercising sound judgement and discretion, and ensuring compliance with legislative requirements. Oversee Privacy Officer functions, including privacy governance, implementation of the Privacy Management Plan, and effective management of privacy breaches.
- **Build and maintain strong stakeholder relationships:** Collaborate proactively with senior executives and key business areas to embed best practice approaches to FOI and privacy, strengthen organisational capability, and ensure legal considerations are integrated into business processes.
- **Deliver complex legal drafting and advisory work:** Prepare and review a range of legal documents, including grant guidelines, grant agreements, and contracts, ensuring clarity, consistency, and alignment with legislative and policy requirements.
- **Manage complaints and administrative law matters:** Provide expert advice and support in relation to complaints, review processes, and administrative law matters, ensuring fair, transparent, and legally robust outcomes.
- **Promote legal awareness and capability uplift:** Build organisational understanding of key legal obligations through guidance, communication, and engagement, promoting a culture of compliance and informed decision-making.
- **Support cross-cutting legal work across the organisation:** Contribute to legal advice and support across diverse areas, including procurement, employment, ICT/privacy considerations, and grants management, as required.

Our ideal candidate

We are seeking a capable and motivated legal practitioner with a strong foundation in government legal practice, including demonstrated experience in FOI and privacy law. Experience across additional areas of government law—such as administrative law, statutory interpretation, employment law, procurement, contracts, or grants management—will be highly regarded.

The ideal candidate brings confidence in working with a high degree of autonomy, taking ownership of their work and providing clear, well-reasoned advice without the need for routine oversight. They are comfortable operating in a dynamic environment and are trusted to exercise sound judgement in their areas of expertise.

You will be a proactive problem solver, able to navigate complex or unfamiliar legal issues by identifying practical and workable solutions. This includes leveraging networks across the Commonwealth legal community, undertaking targeted research, and engaging external expertise where appropriate to deliver informed outcomes.

Strong communication and stakeholder engagement skills are essential. You will be able to communicate with clarity and influence, tailoring your advice to a broad range of audiences, and building productive, trusted relationships with stakeholders—including scientific experts, program areas, and other government lawyers.

Diversity and inclusion

We welcome applications from candidates with diverse backgrounds including but not limited to; people who identify as LGBTIQ+, people with a disability, and people from a culturally and linguistically diverse background.

The ARC expects all staff to understand workplace diversity, workplace participation, a safe working environment and access and equity principles, and to promote these principles in the development and implementation of policies and programs.

Remuneration package

The ARC's Remuneration Package comprises a competitive salary component and generous employer superannuation contribution.

The salary payable upon commencement will be negotiable and will consider personal capabilities, such as experience and qualifications.

What we offer

In addition to exciting and fulfilling work at the heart of research and the government, the ARC offers the opportunity to work with strong, smart, visionary, and experienced leaders, who are among the most respected in their fields.

The ARC is an equal opportunity employer, and all our recruitment decisions are made based on merit. We are committed to building a workforce that is flexible, agile, and responsive to fostering a positive workplace where people treat each other and the community with respect.

For further information about our Agency and what we offer, please refer to the [ARC Website](#).



Australian Research Council

Position Description: Legal Counsel – FOI and Privacy

About the ARC

The ARC is a non-corporate Commonwealth entity established under the [Australian Research Council Act 2001](#) (ARC Act). It is located within the Australian Government's Education portfolio and reports to the Minister for Education. The ARC is a vital component of Australia's innovation and research system. It plays an integral role in supporting the research sector to produce excellent and impactful research for Australia's economic, social, environmental and cultural benefit through the delivery of the [National Competitive Grants Program](#) (NCGP). The NCGP funds excellent pure basic, strategic basic and applied research in all disciplines except medical research.

The ARC's broader remit includes the provision of high-quality research policy advice to the Australian Government and supporting research security and integrity. It also includes promoting ethical research, evaluating the excellence, impact and depth of Australian research and expanding Aboriginal and Torres Strait Islander knowledge systems. It also facilitates partnerships between researchers and industry, government, community organisations and the international community.

About the role

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Duties and tasks

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Skills and attributes

Shapes strategic thinking

- Applies strong analytical and conceptual skills to interpret legislation and provide clear, risk-based legal advice.
- Anticipates and navigates complex or sensitive legal issues, identifying practical and proportionate solutions.

Achieves results

- Takes ownership of work and delivers high-quality, timely outcomes with a high degree of autonomy.
- Exercises sound judgement in managing competing priorities and resolving complex FOI, privacy, and administrative law matters.

Cultivates productive working relationships

- Builds and maintains trusted relationships across the organisation and with external stakeholders, including other government lawyers.
- Collaborates effectively to embed legal considerations into business practices and support shared outcomes.

Exemplifies personal drive and integrity



- Operates with professionalism, discretion, and a strong commitment to ethical practice and legislative compliance.
- Demonstrates resilience and adaptability when working in complex or ambiguous environments.

Communicates with influence

- Communicates legal advice clearly and persuasively, tailoring messages to diverse audiences.
- Promotes understanding of legal obligations and influences sound decision-making across the organisation.