

## ROLE STATEMENT

|                 |                                       |                     |             |
|-----------------|---------------------------------------|---------------------|-------------|
| Position Title: | Senior Legal Counsel                  |                     |             |
| Review Date:    | July 2024                             | Division:           | Legal       |
| Classification: | Level 2                               | Department/Section: | Legal       |
| Supervisor:     | General Counsel and Company Secretary | Location:           | Adelaide SA |

### **Role Purpose:**

The Senior Legal Counsel is responsible for contributing to the effective management of Epic Energy's legal and regulatory function.

### **Accountabilities:**

1. Provide independent, objective and expert commercial legal advice and services to internal stakeholders to mitigate risk to Epic and to support Epic to achieve its strategic objectives
2. Review, negotiate, draft and provide advice on a wide range of contracts and matters including procurement contracts, services agreements and confidentiality agreements, corporate transactions, projects, policies and procedures, and internal and external reports, including board papers
3. Manage the engagement of external legal advisors as required and ensure costs are managed in line with internal budgets and fee estimates
4. Assist in ensuring legal, regulatory and governance changes affecting the business are monitored, analysed and implications understood by key stakeholders
5. Educate Epic team members across the business on legal and regulatory obligations, governance requirements and risks of non-compliance
6. Support the provision of regulatory advice and regulatory strategy including monitoring and maintaining awareness of developments in the regulatory space impacting Epic's business including responses to regulator requests such as the Australian Energy Regulator (AER), Australian Energy Market Operator (AEMO) and the ACCC
7. Advise on compliance obligations under contract, law and regulation
8. Lead the management of legal disputes
9. Contribute to the development, maintenance and review of Epic's standard form template agreements
10. Identify opportunities and contribute to the improvement of processes and practices within the legal, regulatory and governance space and across the business where appropriate
11. Support the General Counsel and Company Secretary in the provision of company secretarial services and corporate governance advice, where required, including maintenance of statutory records
12. Provide mentoring, advice and support to colleagues, as required
13. Any other responsibilities assigned by the General Counsel and Company Secretary or the Company

**WHSE Requirements:**

- Report hazards and incidents in a timely manner and in accordance with Epic Energy WHS procedures
- Intervene in unsafe conditions and unsafe acts and promote safe behaviors in the workplace
- Comply, so far as you are reasonably able, with any reasonable instruction provided by Epic Energy in relation to WHS matters
- Do not knowingly engage in wilful or reckless acts and/or behaviour that may have an adverse effect on your own health and safety or the health and safety of your colleagues
- If required to undertake field work, comply, so far as you are reasonably able, with all Epic Energy safe systems of work and WHS procedures relating to field-based activities
- Positively engage in cooperation, communication and consultation in matters relating to and supporting WHS initiatives

**Selection Criteria:****Essential**

1. Tertiary qualifications in law and a current unrestricted practising certificate recognised in South Australia
2. Demonstrated significant (7+ years) experience in the provision of legal services in private practice or in-house
3. Proven experience working autonomously in the provision of legal analysis and advice on complex contractual, corporate governance, general commercial and regulatory matters
4. Demonstrated experience in the interpretation of contractual documentation and legal principles and policies and procedures
5. Highly developed and effective communication and interpersonal skills, with experience in liaising with internal and external stakeholders at all levels
6. Demonstrated attention to detail with a focus on driving outcomes

**Desirable**

1. Previous experience in a similar role in an in-house capacity
2. Previous Energy and Resources experience, including commercial transactions in the gas and/or electricity sectors
3. Understanding of and experience working with the National Gas Law and Rules, National Electricity Law and Rules and Australian Competition and Consumer Law

**Special requirements:**

- Must be prepared to respond to out-of-hours requests for assistance, support or guidance when required;
- Occasional intra/interstate travel may be required including to remote field locations