

## Position Description

<b>Position</b>	Senior Associate, Planning & Environment
<b>Reports to</b>	Partner and Head of Planning & Environment

### About the role

Our Planning & Environment team is growing. We are currently looking for a Senior Associate with a minimum of five years experience to join our Planning & Environment team. We require someone who is approachable, engaged and committed to providing high-quality work whilst working with key internal and external stakeholders.

### Duties & responsibilities

- > Drafting and settling advice, drafting planning documents and applications
- > Reviewing legal research
- > Briefing Counsel, expert witnesses and managing matters
- > Appearing before VCAT & Planning Panels Victoria
- > Time recording and billing
- > Adhering to the firm's policies and procedures, particularly those in relation to client and file management
- > Follow your business development plan
- > Strong technological skills in legal research, document management systems, Microsoft 363 and time recording system
- > Excellent skills in:
  - Analytics
  - Attention to detail
  - Oral and written communication skills
  - Drafting
  - Advocacy – VCAT and/or Planning Panels
  - Managing work and time
  - Problem solving and negotiating skills
  - Research

### Qualifications & experience

- > Bachelor of Laws or Juris Doctor
- > Victorian Practising Certificate
- > Strong research and legal drafting skills
- > VCAT and/or Planning Panels Victoria appearance work

- > Experience in the conduct of VCAT Planning Division and Planning Panels Victoria matters, including:
  - Preparing Court documents
  - Attending to procedural requirements
  - Briefing expert witnesses and managing matters
  - Briefing Counsel
  - Appearing before VCAT or Planning Panels Victoria.

## About Us

Rigby Cooke Lawyers is a full-service law firm providing commercial expertise and industry knowledge to private and public sector and not-for-profit clients across Australia.

With origins that can be traced back to the 1840s, we have earned our reputation of achieving success for – and with – our clients by remaining adaptive to change. We do this by understanding each of our clients’ businesses and industry and staying at the forefront of changes in technology and legislation.

This is because, above all else, we remain true to our mission, *Our people: Your success.*

Our clients range from some of the largest and best known Australian and overseas companies to mid-market, privately owned or publicly listed companies, not-for-profit government entities and private clients with a mix of commercial and family assets and investments.

We can work with our clients by providing full-service ongoing support for all their commercial and private needs or by offering specialty expertise when required.

## Our benefits

Rigby Cooke offers a range of benefits to staff well in excess of standard employee benefits programs including the opportunity to work flexibly and above market salaries. We value respect, accountability and being a team player.

## Interested?

Please submit your CV by email to:

**Lindsey Kelly**

*Human Resources Manager*

E: [LKelly@rigbycooke.com.au](mailto:LKelly@rigbycooke.com.au)