



Australian
Centre for
Disease
Control

Job application kit

Executive Level 2

General Counsel

Reference: 26CDC-GC-10137

Job reference number:	26CDC-GC-10137
Classification level:	Executive Level 2
Job title:	General Counsel
Group/Division/Branch/Section:	Office of the Director-General
Employment type:	Ongoing
Salary:	\$169,100 - \$182,680 per annum
Base location:	ACT
Security clearance requirements:	Negative Vetting 2
Contact officer:	Raoul

About the Australian Centre for Disease Control (Australian CDC)

The Australian Centre for Disease Control (CDC) is at the frontline of improving Australia's ability to prepare for and respond to public health challenges, including pandemics. The Australian CDC is an independent technical advisory agency on public health matters and a leader in disease control, preparedness, response and prevention.

We bring together experts, data and evidence to provide independent public health advice to government. Our advice informs government decisions about preventing and controlling diseases and preparing Australia for future health threats. The CDC collaborates with national and international health bodies to strengthen Australia's public health infrastructure.

For more information on what we do, visit our website:

[Australian Centre for Disease Control.](https://www.cdc.gov.au/)

Working with us

The Australian CDC is a dynamic place to work, offering professional growth and flexible and competitive employment conditions. Our workspaces and our culture reflect a modern, flexible and safe work environment, empowering our people to deliver their best work. We value diversity and embrace inclusion.

A job with the CDC offers:

- exciting and fulfilling work, collaborating with experts to innovate and contribute to safeguarding Australia from human diseases and public health threats
- networking opportunities with experienced leaders who support you to achieve your career ambitions
- a respectful, inclusive and safe workplace where you are supported to perform at your best
- an attractive remuneration package including generous employer superannuation contributions and allowances
- support for mutually beneficial flexible work arrangements, such as part time work, or working from home or remotely, where operational requirements allow
- modern, activity-based offices and a digitally enabled work environment to enhance communication, collaboration and innovation.

About the General Counsel section

The General Counsel will report directly to the Director-General and provide strategic legal advice to support the lawful discharge of their functions and responsibilities under the *Australian Centre for Disease Control Act 2025* and other legislation.

The General Counsel will also lead a small Legal Section that will play a critical role in providing authoritative legal advice, supporting regulatory compliance, and governance and risk management functions within the CDC. This section will be responsible for legal policy development, interpretation of legislation, and assist in ensuring that CDC operations comply with Commonwealth law and relevant international health regulations.

The General Counsel and their team will collaborate closely with internal stakeholders, including policy and operational teams, external legal experts, regulatory bodies, and government agencies to ensure sound legal decision-making. The team will contribute to the CDC's Strategic Alignment by guiding executive leadership on emerging legal risks, regulatory reforms, and compliance obligations.

The Legal Section will also be a key contributor to business operations and resource management, particularly in overseeing legal aspects of contract management, procurement law, and legislative development related to public health and biosecurity.

The opportunity

This senior legal position plays a crucial role in shaping the legal framework, and setting strategic legal direction, within which the CDC will operate, particularly in relation to public health, governance, and regulatory compliance. This is a unique opportunity to lead and shape high-impact legal and governance initiatives within the CDC.

The successful candidate will be responsible for providing strategic legal advice and guidance to the Director-General and Australian CDC staff, assisting in compliance with national and international laws and regulations, and managing legal risks. You will be a strategic leader who can advise on complex legal matters, provide high-level policy guidance, and drive legislative and regulatory reforms that directly impact the CDC's national health security functions.

The key duties of the position include:

- advising the Director-General and Executive leaders (SES Band 1 and above) on regulatory, contractual, and governance matters to ensure compliance with legislative frameworks representing the CDC in critical legal matters
- leading cross-functional legal projects and engagements with key government agencies, including the Attorney-General's Department, and regulatory bodies to shape national health and biosecurity laws and regulations
- contributing to the development of policy and legal frameworks that strengthen the CDC's governance and operational functions
- building legal risk mitigation strategies and strengthening risk governance mechanisms
- running the CDC's legal practice, compliant with the Legal Services Directions 2025
- leading, mentoring and coaching legal staff in the Section, and setting the strategic direction of the Section.

This role is ideal for a senior legal professional who thrives in a dynamic, high-profile public health environment, with a commitment to delivering strong legal and policy outcomes in a national regulatory context.

Key capabilities

The successful candidate will demonstrate the following core capabilities at the EL2 level:

- experience in providing strategic legal advice to senior leadership, including regulatory compliance and alignment with policies and governance frameworks

- proven ability to work collaboratively with a diverse range of stakeholders including government agencies, legal service providers, and industry bodies
- ability to work under pressure, excellent interpersonal skills and the ability to persuade, think creatively and deliver innovative client-focused legal solutions
- extensive experience leading a team of legal professionals at a senior level to deliver organisational outcomes
- a sound understanding of government processes, policy and regulatory frameworks
- proven ability to foster ethical legal practice, providing executives with sound legal advice to inform decision making and promoting a culture of integrity, compliance, and risk management
- experience speaking publicly in the media, at conferences or similar settings.

Qualifications

- Tertiary qualifications in law with a minimum ten-year post-admission legal practice experience.
- Must hold, or have the ability to hold and maintain, an unrestricted practising certificate in the ACT.

Security clearance

The successful candidate must be able to obtain and maintain a Negative Vetting 2 security clearance.

RecruitAbility minimum requirements

Minimum requirements for this role are:

- appropriate tertiary qualifications in law with a minimum ten-year post-admission legal practice experience
- must hold, or have the ability to hold and maintain, an unrestricted practising certificate in the ACT
- extensive experience leading a team of legal professionals at a senior level to deliver organisational outcomes
- proven ability to foster ethical legal practice, providing executives with sound legal advice to inform decision making and promoting a culture of integrity, compliance, and risk management.

RecruitAbility is a scheme which aims to attract applicants with disability and create an equitable, level playing field. All vacancies for the Australian CDC are advertised under the RecruitAbility Scheme.

Applicants with a disability are advanced to a further stage in the selection process if they:

- opt into the scheme
- declare they have disability
- meet the minimum requirements of a vacancy advertised under the scheme.

Candidates who opt into RecruitAbility are not required to provide specific details of their disability to the panel. More information on RecruitAbility can be found here:

[RecruitAbility scheme: A guide for applicants.](#)

Application response (single page application)

Your application will be assessed on your ability to demonstrate that you possess, or have the real potential to develop, the required skills, knowledge, experience and qualifications to perform the role. These requirements are based on the information provided to you as part of the job advertisement, in line with the [APS Work Level Standards](#).

Applicants are required to submit an [Australian CDC Application Form](#), accompanied by a statement of claims framed around the key duties and key capabilities. **Your statement of claims should be no more than 500 words in total with a font no smaller than size 10. Applications that do not meet these requirements may not be considered.**

Eligibility

It is a requirement for anyone who is employed by the CDC to be an Australian citizen.

The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

- Tertiary qualifications in law with a minimum ten-year post-admission legal practice experience.
- Must hold, or have the ability to hold and maintain, an unrestricted practising certificate in the ACT.

How to apply

Apply by 11:30 pm AEST on Sunday, 23 August 2026

To be considered for this role, applicants must submit a completed [Australian CDC Application Form](#), and provide:

- A 'one page pitch' (500 words) addressing the key duties and key capabilities is your chance to tell us why you are the right person for the job and what you will bring to the role. We want to know why you want to work at the Australian CDC, why you are interested in the role, how you can add value, and how your skills and experience apply.
- You will also need to email your resume of no more than 4 pages, including the contact details of at least 2 nominated referees to jobs@cdc.gov.au to complete your application.

Note: All required documents must be submitted for applications to be considered. Incomplete applications may not proceed to shortlisting.

Who to contact

If you experience any difficulties accessing or submitting your application, please contact our Recruitment team via jobs@cdc.gov.au.

Indicative timeline for recruitment*	Date
Applications open	Wednesday, 22 July 2026
Applications close	Sunday, 23 August 2026 (11:30pm AEST)
Application shortlisting	24 July to 6 August 2026
Interviews	7 to 14 September 2026

* Shortlisting and Interview schedule may change

Work environment description

Responsibilities – As detailed in Section 28 of the [Work Health and Safety Act 2011](#) while at work, a worker must:

- take reasonable care for his or her own health and safety
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers
- complete all WHS related induction and training
- report all work-related incidents or illnesses to the WHS Section.

Description	Requirement	Additional information
Administrative		
1. Computer use	Yes	
2. Generic screen based	Yes	
3. Sitting at desk	Yes	
4. Standing for long periods	No	
Manual handling		
5. Lifting 0–15kg	No	
6. Lifting 15 kg +	No	
7. Climbing	No	
8. Bending	No	
9. Squatting	No	
10. Reaching	No	
11. Push/pull	No	

12. Sequential repetitive movements in short period of time	No	
13. Manual dexterity/manipulation	No	
Work environment		
14. Work with others towards shared goals in a team environment	Yes	
15. Works in isolation from other staff	No	
16. Distance walking (that is, large building or inter-building transit)	No	
17. Works outdoors	No	
18. Works in a call centre environment	No	
19. Works in a customer service environment	No	
Tasks involving		
20. Exposure to chemicals	No	
21. Exposure to biological hazards	No	
22. Working at heights	No	
23. Requirement to wear Personal Protective Equipment (PPE)	No	
24. Requirement for full-colour vision	No	
25. Work with energetics and explosives	No	
26. Exposure to petrol, oil, lubricant products that may cause dermatological conditions	No	
27. Exposure to extreme temperatures	No	
28. Confined spaces	No	
29. Exposure to non-ionising radiation	No	
30. Excessive noise	No	
31. Low lighting	No	
32. Dangerous goods/equipment	No	

33. Exposure to airborne odours	No	
34. Frequent travel – vehicle	No	
36. Frequent travel – seaborne	No	
Cyclic workload		
37. Peaks and troughs	Yes	
38. Frequent overtime	No	
39. Rostered shift work	No	