

## POSITION DESCRIPTION

**Reports to:** Legal Counsel/Managing Legal Counsel

**Employment:** Clinical Placement/Intern (unpaid)

## ABOUT ISPT

Established in 1994 by some of Australia’s leading industry superannuation funds, ISPT has grown over nearly 30 years into a \$21.5bn portfolio of 140 properties across Australia, ultimately benefitting the more than 50% of working Australians who invest with us through their super funds to grow their retirement savings.

At ISPT, we’re committed to not only delivering value for our investors’ members across our portfolio of office, retail, industrial, education, health and residential properties, we’re also committed to taking a leadership position within the property industry to create a more sustainable future. We were the first Australian property company to achieve Carbon Neutrality across our portfolio in 2020 and we maintain a laser focus on challenging ourselves to raise the bar to deliver even more sustainable outcomes for people and planet with our goal to become Carbon Positive from 2025.

By continuing to create vibrant, meaningful places for people and communities to prosper, we believe we can continue to create better futures that leave a legacy for generations to come.

Our DNA is what we strive to live by every day and is something that clearly represents who we are as individuals and as a collective. Our three core DNA statements are:

### WE’RE BOLD & BRAVE

- > We dare to be different
- > We make decisions with conviction
- > We deliver with pace
- > We speak up



### WE PLAY TO WIN

- > We show up ready to go
- > We don’t give up
- > We balance people, profit, and planet
- > We own it



### WE LOVE WHAT WE DO

- > We have each other’s back
- > We celebrate wins and learn from setbacks
- > We have strong opinions, held lightly
- > We build genuine connections



ISPT’s team has always been one of our greatest strengths. We’ve heavily invested in collaborative technology to ensure our people feel connected, and we have a range of workplace programs to encourage leadership, growth, and career progression.

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Our people are supported with workplace policies that encourage flexibility, growth and development and we fully support choice around working hours and environment.

## DEPARTMENT OBJECTIVES

ISPT's Legal, Risk and Safety function serves as the safeguard of the organisation's legal and compliance matters, risk management, safety protocols and company secretariat. This multifaceted function is responsible for ensuring that ISPT conducts its operations in full accordance with the law, regulatory standards, and ethical practices. The team manages legal negotiations while identifying and mitigating risks associated with the organisation's diverse investments. A key objective of the Legal, Risk and Safety function is to establish and oversee comprehensive safety and security measures across ISPT's full asset portfolio, prioritising the wellbeing of occupants and the protection of valuable investments.

## POSITION SUMMARY

You would be responsible for supporting the ISPT legal team to provide high quality legal services to ISPT and its businesses in a collaborative, proactive, timely and cost-effective manner.

## KEY RESPONSIBILITIES

- > Support the Legal team in delivering outcomes on time and in line with expectations.
- > Assist in the following areas of law:
  - Capital transactions, including property acquisitions and disposals;
  - Property development and constructions;
  - Leasing;
  - Corporate law; and
  - Related matters (eg. confidentiality agreements, general legal advice, dispute resolution and taxation).
- > Assist with updates to ISPT's precedent documents.
- > Assist with document preparation and execution.
- > Prepare and attend business meetings including taking notes.
- > Undertake research and review of relevant legislation, and provide relevant presentations.

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- > Act in accordance with the Company's policies, risk and compliance standards, Statement of Ethics and Code of Conduct and to reflect the values and behaviours of 'Our DNA'.

## QUALIFICATIONS, SKILLS & ATTRIBUTES

- > Strong interpersonal skills, including communication (verbal and written), consultation, relationship, and trust building.
- > An ability to think and act strategically and commercially.
- > A proven ability to work under pressure while maintaining a commitment to quality, accuracy, and continuous improvement.
- > A strong work ethic and a willingness to learn.
- > Demonstrated problem-solving skills.
- > Well-developed planning and organisational skills with strong attention to detail, policy, and process.
- > A flexible team player with capacity to work independently and to collaborate as part of legal, business and project teams as appropriate.
- > A high level of initiative and energy.