



POSITION DESCRIPTION

POSITION TITLE	Associate Director	LOCATION	Brisbane or Sydney
FUNCTION	Legal	REPORTS TO	Director, Legal
PURPOSE AND SCOPE			
<p>The CEFC is a specialist investor in clean energy, working across the Australian economy to lower our carbon emissions. We're responsible for investing \$10 billion in renewable energy, energy efficiency and low emissions technologies. We're a leading investor in large-scale solar and wind projects, and our investments are also bringing the benefits of clean energy to our cities, the agriculture and manufacturing sectors, community housing, cleaner transport and more. Through the Clean Energy Innovation Fund, we're proud to be Australia's largest investor in clean tech start-ups. Across our portfolio, we deliver a positive return for taxpayers.</p> <p>The Clean Energy Finance Corporation (CEFC) is a leading investor in Australia's clean energy sector established to address barriers inhibiting investment in renewable energy, energy efficiency and low emissions technologies. CEFC invests using a diverse range of financial products and structures including project, corporate and property finance as well as venture capital, private equity and fund investments.</p> <p>This position is part of the CEFC Legal Team. The role encompasses broad a range of work including providing transactional legal support to the Investment Team and the Portfolio Management Team as well as providing general legal support across all of CEFC's business units.</p>			
KEY RELATIONSHIPS			
INTERNAL	Investment Team, Portfolio Management Team, Risk and Compliance		
EXTERNAL	Borrowers, Sponsors, External legal counsel, Government stakeholders		
DUTIES AND RESPONSIBILITIES			
<p>Duties and responsibilities will include:</p> <ul style="list-style-type: none"> Supporting the Investment Team to effectively and efficiently document CEFC's investments from internal approval stages through to financial close. This may include structuring, drafting, reviewing, and negotiating finance documents (debt and equity), commercial contracts (including power purchase agreements), and other complex legal agreements; Supporting the Portfolio Management Team monitor and administer CEFC investments by reviewing investment documentation and providing associated recommendations and legal advice; Drafting, reviewing and negotiating consents, amendments, and waivers in connection with CEFC investments; Managing legal risks and supporting CEFC's business (including new business initiatives) by providing timely, pragmatic and solutions orientated legal advice; Contributing to the ongoing development and implementation of CEFC policies and procedures to address changes in legislation and regulation; Preparing briefs to, and engaging with, external legal counsel as required on specific projects and corporate matters; Providing legal advice in relation to compliance and regulatory matters including Anti-Money Laundering and Counter Terrorism Financing, Freedom of Information, Privacy and Competition and Consumer Act; Identifying and appropriately communicating material legal matters as they impact CEFC and providing associated legal advice and recommendations; 			

- Engaging and managing external legal counsel;
- Contributing to the efficient maintenance of CEFC's contract management system by ensuring all relevant investment documents and associated obligations are appropriately recorded; and
- Such other legal or corporate duties that may be required from time to time.

KEY SKILLS, KNOWLEDGE, EXPERIENCE AND QUALIFICATIONS

The successful applicant will have the following:

- Minimum 5 years' experience, preferably gained at a top tier law firm in in finance, funds, derivatives or equities;
- Excellent contract drafting skills and attention to detail;
- Demonstrated strong legal and commercial negotiating skills;
- Ability to analyse complex commercial structures, identify associated legal issues and provide legal advice;
- Ability to contribute to the ongoing development of CEFC policies and procedures to address changes in legislation and regulation and to deliver associated training to affected business units;
- High ethical standards;
- Strong interpersonal skills, able to facilitate effective teamwork by developing strong internal and external relationships;
- Strong organisational and communication skills, being able to communicate effectively with others at all levels both within CEFC and with key stakeholders; and
- Pragmatic and self-driven approach.