


Solicitor

 Hurstville NSW (Hybrid)

 Full-Time, Permanent

About Us

The Anglican Schools Corporation (ASC) is a network of 18 schools operating across Greater Sydney, the South Coast and the Central West of NSW. We are committed to serving Christ by equipping students for His world, through the provision of affordable, quality Christian education.

The Opportunity

We are seeking an experienced solicitor to deliver timely and effective in-house legal advice to ensure the Corporation remains compliant with all relevant laws and regulations. The Solicitor independently manages routine legal matters, including contract reviews and compliance issues for both schools and Group Office, ensuring all regulatory obligations are met.

The Role

This is a **full-time, permanent position** based at our Group Office in **Hurstville**, conveniently located near street parking and public transport. **Hybrid work arrangements** are available, supporting flexibility and work-life balance. This role plays a vital part in safeguarding the Corporation's interests and advancing its strategic objectives.

The position is responsible for drafting, reviewing and negotiating standard commercial agreements, supporting legal research and documentation, representing the organisation in routine negotiations, and assisting with organisational compliance through liaison with regulators, statutory reporting, and the implementation of governance policies and procedures.

Success in this role will be reflected in how legal enquiries are assessed and managed, where legal risk is identified and mitigated, with complex or high-risk issues escalated as required.

Reporting directly to the Executive Manager – Governance & Legal, this role offers significant variety and the chance to contribute to complex and high-impact matters across the organisation.

For further details, please refer to the [Role Description](#).

About You

- An unrestricted Australian legal practicing certificate
- Admitted as a Solicitor, with 2–3 years' post-admission experience, demonstrating a solid foundation of practical legal expertise.
- Demonstrated experience in contract law and regulatory compliance, ensuring adherence to legal standards in commercial and organisational contexts.
- Highly developed skills in legal drafting, analysis, and research, with meticulous attention to detail and a commitment to accuracy in all legal documentation.
- Excellent communication, negotiation, and interpersonal skills, with the capacity to engage effectively with a diverse range of stakeholders and foster collaborative relationships.
- Demonstrated ability to manage competing priorities and adapt to a fast-paced, dynamic environment, maintaining high standards of performance.
- Current and valid NSW Working with Children Check (WWCC) (Employee).
- Genuine commitment to the Christian ethos, values and mission of the Anglican Schools Corporation.
- Strong understanding of employment law, including effective, commercial employment and workplace law solutions would be highly regarded, but not essential.

Employee benefits

- Competitive salary aligned to the role and your experience
- Salary packaging and novated lease arrangements
- Fitness passport – access to a wide range of fitness facilities

How to Apply

Send your application or enquiries by **9:00 am on Monday, 15 June** to: cpeters@tasc.nsw.edu.au

Please include:

- A CV (max 4 pages) outlining your experience and relevant skills

- A cover letter (max 2 pages) outlining your interest in the position, your hobbies/interest.

Note: Only applications submitted with both a CV and a cover letter will be considered. ***Incomplete applications will not be progressed.***

******We kindly request that recruitment agencies not submit candidates for this role.******

Your application will include the following questions:

- Which of the following statements best describes your right to work in Australia?
- Do you have a current Working With Children (WWC) Check?
- What's your expected annual base salary?