



# Job Description Form

## Legal Assistant

### Office of the Public Advocate

#### Position details

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Classification Level:	2
Award/Agreement:	Public Service Award 1992/ Public Sector CSA Agreement 2024 (and subsequent agreements)
Position Status:	Permanent
Organisation Unit:	Office of the Public Advocate
Physical Location:	Perth CBD

#### Reporting relationships

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Responsible to: 023331 – Principal Legal Officer – Specified Calling Level 6

**This position:** 023334 – Legal Assistant – Level 2

Direct reports: NIL

#### Overview of the position

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The Office of the Public Advocate (OPA) is accountable to protect and promote the rights, dignity and autonomy of people with decision-making disabilities, and to reduce the risk of neglect, exploitation and abuse.

The Legal Assistant position is a member of OPA's legal team.

The Legal Assistant provides a broad range of secretarial, clerical and administrative support to OPA's legal team. The work allocated will be subject to direction and supervision from the Principal Legal Officer and Senior Legal Officer and will support legal matters of a complex and/or sensitive nature.

#### Job description

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As part of the OPA legal team, the successful applicant will be expected to:

- Always consider the unique risks associated with the Department's activities when undertaking all duties
- Communicate effectively, model integrity and respect in all interactions

- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity
- Operate within the Department's chain of command to coordinate activities required to meet the Department's strategic objectives
- Work collaboratively with staff in other directorates and within the division to achieve common goals and best practice and facilitate business improvements as appropriate, demonstrated analytical problem-solving skills, customer focus and alignment with Departmental strategic objectives
- Drive and support organisational change and continuous improvement by actively contributing to achieve the Department's vision, mission and priorities
- Support cultural and management reforms within the Department.

### **Role specific responsibilities**

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#### **Administrative and Secretarial Support**

- Undertake administrative functions for the OPA legal team by way of:
  - Diary management for scheduling meetings and resources.
  - Typing and editing of correspondence and collation of legal documents.
  - Screening and directing telephone calls.
  - Sorting, printing and filing correspondence and documents (hard copy and/or electronic).
  - Scanning, photocopying and binding of materials.
  - Organising the service or delivery of documents.
  - Creating and consolidating files and file volumes.
  - Formatting correspondence and documents.
  - Searching and editing data into the IT case management system based on work undertaken.
  - Tracking allocated cases and tasks for OPA's legal team.
  - Other duties as required.

#### **Paralegal Support**

- Under the supervision of the Paralegal, prepare and provide paralegal support related to legal matters including court and tribunal matters, legislation, policy, research and provision of advice.
- Undertake stamping of documents, search for legal documents and/or advise relevant authorities of legal documents as required.
- Prepare briefs and other documentation for OPA's legal team and/or for any internal/external legal documentation or counsel.

#### **General**

- Proactively support colleagues in the achievement of team goals.

- Demonstrate a flexible approach to supporting all OPA functions, especially to meet urgent or changing priorities.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

### **Work Health and Safety**

- Take reasonable care for your own health, safety and wellbeing at work, and that of others who may be affected by your actions or omissions; and comply and cooperate with safety and health policies, procedures and applicable legislated requirements.

### **Job related requirements**

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In the context of the role specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

#### **Shapes and Manages Strategy**

The ability to understand the Department's values and objectives and how they are relevant in assigned work, and to work under direct supervision to meet timelines and priorities.

#### **Achieve Results**

The ability to see tasks through to completion; rescheduling and reorganising work to reflect changes in priority. Applies own expertise to work tasks, learn new products and services and maintain accurate records and file.

#### **Builds Productive Relationships**

The capacity to respond to changes in client needs and expectations, manage progress and keep clients informed and provide prompt and courteous service, as well as the capacity to recognise the value of individual differences and work styles.

#### **Exemplifies Personal Integrity and Self-Awareness**

A demonstrated commitment to adhere to the Code of Conduct, behave honestly and ethically. Applies self to meet objectives, stay calm and professional under pressure, and provide accurate information to others. Provides accurate information, checks and confirms accuracy prior to release. Acknowledges mistakes and learns from them and seeks guidance and advice when required.

#### **Communicates and Influences Effectively**

The ability to explain information using language appropriate to the client while limiting the use of jargon, listen and ask questions to ensure understanding and to confirm that the message has been understood and to discuss issues calmly.

### **Role Specific Criteria**

- Experience in administrative roles, preferably within a legal environment.
- Well-developed written, verbal and interpersonal communication skills, demonstrating an ability to deal effectively with colleagues and clients and to deal with information with tact, professionalism and confidentiality.
- The ability to ensure work is completed to a high quality and errors are kept to an absolute minimum.

- The ability to work in a team environment, showing flexibility and willingness to help others, including the ability to work for several people and prioritise, organise and complete work within set timeframes.

### **Special requirements/equipment**

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Nil

### **Certification**

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The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

### **Public Advocate**

Signature: \_\_\_\_\_ Date: 18 August 2025

HR certification date: August 2025