

JOB DESCRIPTION FORM

Position title/number:	Project Assistant (147TE202)		
Classification:	General Division Level 3		
Division:	Grants Management & Integrity		
Business Unit:	Integrity & Quality Assurance		
Reports to:	Senior Integrity and Risk Officer		
Direct reports:	0 FTE	Office location:	Perth

Job Description

This position provides all aspects of administrative project support to Integrity and Quality Assurance. The team is responsible for agency integrity and quality assurance matters. This includes internal auditing, complaint handling and operational risk management.

The position will also provide support to the PRIS (Privacy) Officer, Policy Officer and the Complaints Coordinator as required.

About Us

Legal Aid WA has one purpose: to see that the law protects all Western Australians regardless of poverty or disadvantage. We provide legal assistance services across Western Australia and the Indian Ocean Territories. We deliver those services through our offices in the metropolitan area and regional WA, Virtual Offices, outreach locations, and private lawyers across the State on our panels. We are funded by the State and Federal Governments, are governed by a Board of Commissioners, and we are accountable to the Western Australian Attorney General.

We are guided by our vision of providing equitable access to justice to support a fair and safe community, and we are driven by our values:

- o Client centred
- o Integrity
- o Making a difference
- o Innovation
- o Respect

Scope of Duties

- Provides a comprehensive administrative service to the team in relation to delivery of projects, including screening and attending to incoming calls and visitors, arranging appointments, making travel and accommodation bookings, collating and developing resources.
- Co-ordinates and distributes meeting agendas and papers, provides administrative support for meetings, including taking and disseminating minutes of meetings as required.
- Coordinates training and workshop events, including organisation and set up of venue, coordinates invitations, collates and formats materials and presentations using Power Point and other technology programs.
- Co-ordinates the collation of reporting requirements for the Unit and maintains relevant information systems.
- Operates effective information management and recordkeeping practices to achieve excellence in the treatment of all records received and generated within the team.
- Liaises with representatives from government departments, the legal assistance sector and community organisations, the judiciary, members of the legal profession, Legal Aid staff, clients and members of the public as required.
- Identifies opportunities to improve information flows necessary for decision making and staff communications.
- Provides support to the Complaints Coordinator.
- Undertakes research, collates, proofs and distributes information and reports as directed.
- Prepares correspondence and briefing notes as required.
- Other duties as required.

Selection Criteria

Only the criteria in bold must be addressed in applicant's written application and resume. These and the remaining selection criteria will be assessed through interview or alternative selection methods.

Essential

- **Highly developed verbal, written and interpersonal communication skills, which support your ability to build and sustain positive and effective workplace relationships (high priority)**
- **Sound knowledge of administrative information management practices together with the ability to provide support and advice to staff at all levels**
- Highly developed keyboard and word processing formatting skills, including advanced knowledge of Microsoft applications
- Willingness and aptitude to develop new skills in, and embrace new technologies for use in an online environment (high priority)

- Effectively self-manages, able to work autonomously and self-motivates
- Proven ability to exercise discretion and tact, and maintain strict confidentiality
- **Effective planning and organisational skills that support the achievement of planned outcomes (high priority)**
- **Ability to work under pressure and meet tight project deadlines**

Essential Core Competencies

These are essential criteria for appointment to all Legal Aid WA positions. Refer to the [Core Competencies Matrix](#) on our website.

- Committed to the principles of social justice
- Values people, partnership and teamwork (high priority)
- Willingness to learn and share knowledge with others (high priority)
- Outcome and service focused (high priority)

All appointments to Legal Aid Western Australia are subject to satisfactory National Police Certificate and 100 Point Identification Check.