

Executive Assistant

Level 3 – 37.5 hours – Family Law Division (19500201)

Perth Office

Job Description

This position provides secretarial and administrative support to the Director of Family Law and senior members of the Family Law Division. In addition, it is responsible for the day to day supervision and development of the secretarial team, ensuring provision of a high quality secretarial and administrative service to the Family Law Division legal practitioners. It also maintains a professional approach to communication and public relations on behalf of the Director of Family Law and senior members of the Family Law Division.

About Legal Aid Western Australia

Legal Aid Western Australia provides information and resources to assist the community with their legal concerns, and offers a range of services aimed at target groups or individuals with particular legal problems. Through our regional offices and main office in Perth, and working in partnership with private practitioners and other service providers, we are committed to providing equitable access to services, regardless of regional and time constraints.

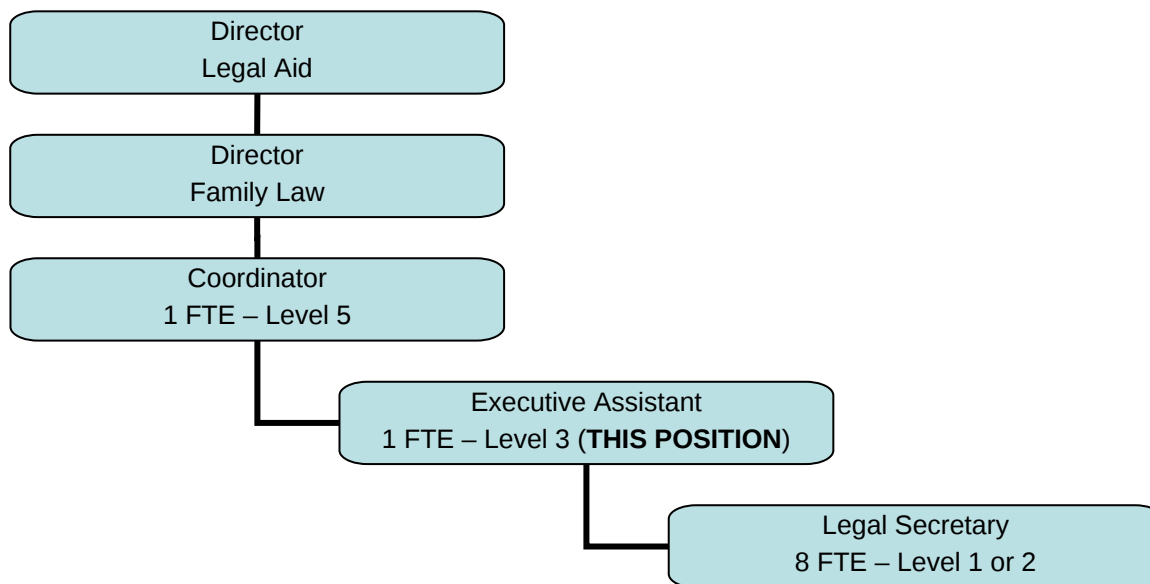
Assistance is designed to help people resolve their problems at the earliest opportunity, to improve their access to the law, to avoid unnecessary litigation, and to ensure that legal representation is in keeping with community expectations of fairness.

Our Values

- Customer focus • Communication • Value and respect for staff • Accountability • Quality
- A vibrant and supportive culture • Value for money • Innovation and change • Integrity
- Social responsibility and social values

Reporting Relationships

Family Law Division



Scope of Duties

- Provides a comprehensive secretarial and administrative service to the Director and other senior members of the Family Law Division including travel and accommodation bookings.
- Responsible for the day to day supervision and development of the secretarial team, ensuring provision of a high quality secretarial and administrative service to the family Law Division legal practitioners.
- Co-ordinates and distributes meeting agendas and papers, takes minutes of meetings and attends meeting as required.
- Screens and attends to incoming calls and visitors, arranges appointments and maintains the Director Family Law daily schedule/diary. Applies analytical and decision making skills to support appropriate courses of action for clients.
- Co-ordinates ministerial correspondence as required.
- Co-ordinates the collation of reporting requirements for the Family Law Division.
- Operates effective information management and recordkeeping practices to achieve excellence in the treatment of all records received and generated within the Division and signed off by the Coordinator Family Law Division, the Director of Family Law and other Family Division Managers as directed.

- Liaises with senior Government officers, members of the legal profession, Legal Aid staff and members of the public as required.
- Identifies opportunities to improve information flows necessary for executive decision making and staff communications.
- Undertakes research, collates, proofs and distributes information and reports as directed. Prepares correspondence and briefing notes as required.
- Provides administrative support for staff meetings (as appropriate).

Selection Criteria

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
- The ability to provide support and advice to staff at all levels
- **Highly developed secretarial, keyboard and word processing formatting skills, including advanced knowledge of Microsoft applications (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)**

ESSENTIAL REQUIRED CORE COMPETENCIES

These are essential criteria for all Legal Aid WA positions. Refer to Core Competencies Matrix in Application Guidelines.

- 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)

QUALIFICATIONS

- Valid 'C' or 'CA' Western Australia Driver's License. (Desirable)
- Relevant tertiary studies or proven experience in a related field (Desirable).

Appointment is subject to satisfactory National Police Certificate and 100 Point Identification Check.

Remuneration Information

Terms, Conditions and Benefits

- Permanent – Full Time, Perth CBD
- Salary Range: Government Officers Salaries Allowances and Conditions Award 1989 – Public Service and Government Officers CSA General Agreement 2017 - General Division Level 3 - \$68,896 - \$74,717 gross per annum.
- Benefits: 9.50% employer superannuation contributions paid to GESB or the superannuation scheme of your choice. Annual Leave Loading up to a maximum of \$1761.80 per annum.
- Excellent salary packaging scheme. Subject to the requirements of relevant taxation legislation, rulings and determinations, employees of Legal Aid WA are able to salary package a percentage of base salary as a combination of “cash” and benefit items. Non-cash benefit items include: superannuation, lease of motor vehicle for private use, home mortgage payments, home rental payments, school fees, health and life insurance, living expenses and meal entertainment.
- Family friendly work environment, including a dedicated Family Room located at the Perth Office.
- New contemporary office space including end of trip facilities.
- 37.5 hour working week; four weeks Annual Leave per year; fifteen days Personal Leave per year (Sick & Carer's); two Public Service Holidays per year; options for purchased leave arrangements.
- Learning and professional development and study leave opportunities are available.
- Social Club, which operates from the Perth Office.

Other job related information

- Applicants to submit a written application (no more than 2 pages) and resume, taking care to respond to the highlighted selection criteria set out in the job description.
- Start date: As soon as possible