

Projects Assistant

Level 3 – 37.5 hours – Legal Practice Development (LPD) (NEW POSITION)

Perth Office

Job Description

This position provides all aspects of administrative project support to the LPD management team, including Community Legal Education (CLE) and other typically technology based projects.

The position may also be required to provide occasional paralegal relief, assisting with triaging Legal Aid clients over the telephone.

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 Vision, Mission and Values

Vision

Equitable access to justice to support a fair and safe community

Mission

To assist the community by providing quality and timely legal help to those who need our assistance

Core Values

Making a difference We are committed to helping people understand and protect their rights

Client-centred We put clients at the centre of everything we do

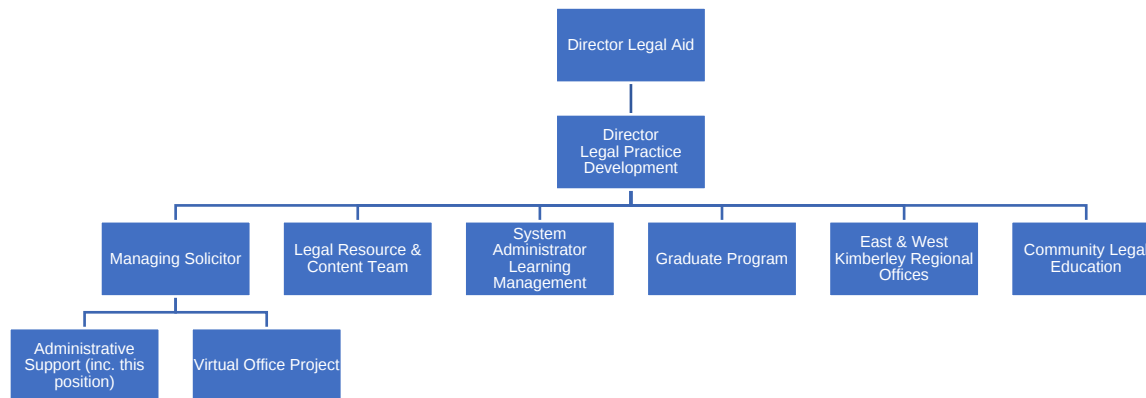
Respect We care about our clients and the community in which we live

Innovation We are committed to continuous improvement

Transparency We are an open and accountable organisation

Reporting Relationships

Legal Practice Development Division



Scope of Duties

- Provides a comprehensive administrative service to the senior management 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 minutes of meetings as required.
- Coordinates training and workshop events, including organization and set up of venue, coordinating invitations, arranging catering (often to remote locations), collate and format materials and presentations using Power Point and other technology programs.
- Co-ordinates the collation of reporting requirements for LPD.
- Operates effective information management and recordkeeping practices to achieve excellence in the treatment of all records received and generated within the Division.
- Liaises with senior Government officers, 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.
- Undertakes research, collates, proofs and distributes information and reports as directed. Prepares correspondence and briefing notes as required.

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 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 (high priority)
- 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 (High Priority)
- 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 (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 / LICENCES

It is important that you set out clearly in your application a summary of your qualifications and attach a copy of relevant qualifications with your application.

- 'C' or 'CA' Class Western Australian Driver's licence or equivalent. **(Desirable)**
- Relevant tertiary studies or proven experience in a related field **(Desirable)**

All appointments to Legal Aid Western Australia are 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 Sector CSA Agreement 2019 – General Division Level 3 - \$71,896 to \$77,717 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 \$1802.05 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.
- Flexible work arrangements.
- Family friendly work environment, including a dedicated Family Room located at the Perth Office.
- Modern, recently refurbished office space.
- 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.
- Fully subsidised annual CPD training and relevant professional memberships. In addition, learning and professional development and study leave opportunities are available.
- Social Club, which operates from the Perth Office.

Other job related information

- Start date: As soon as possible