

## **Project Assistant – Community Legal Education**

**Level 3 – 37.5 hours – Early Intervention Services – Community Legal Education  
Team - Perth Office**

### **Job Description**

This position provides all aspects of administrative project support to the Community Legal Education (CLE) team. The CLE team is responsible for developing and delivering community legal education sessions and resources for priority client groups, stakeholders and the community, and professional legal training and resources for LAWA staff, legal practitioners and other legal assistance workers in the legal assistance sector.

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

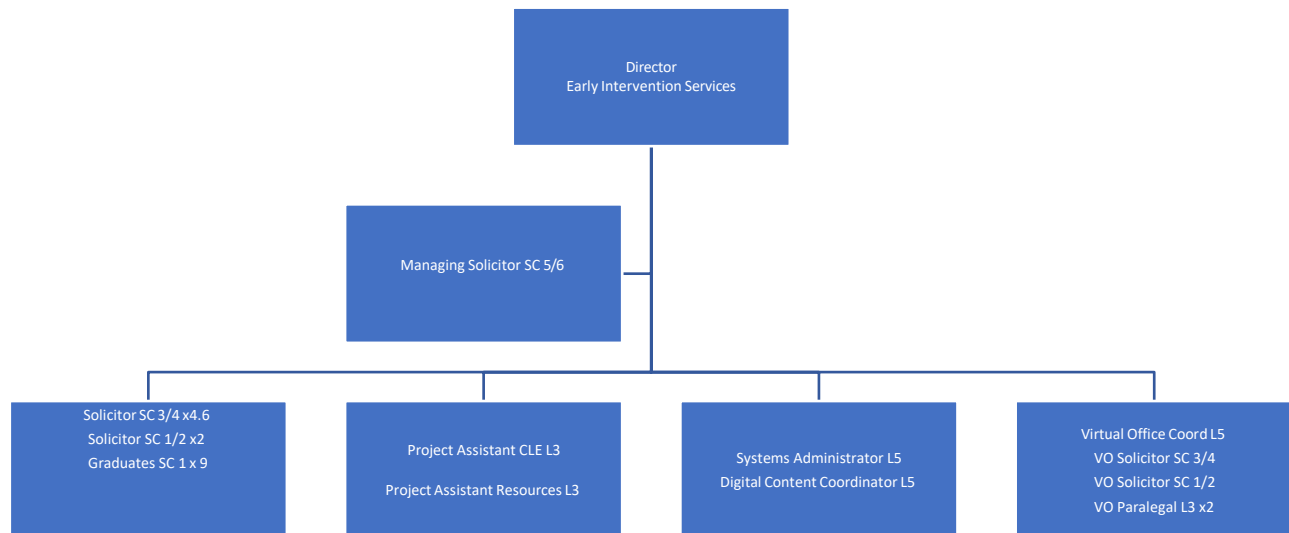
**Respect** We care about our clients and the community in which we live

**Innovation** We are committed to continuous improvement

**Transparency** We are an open and accountable organisation

## Reporting Relationships

### Early Intervention Services – CLE and Virtual Office



## Scope of Duties

- Provides a comprehensive administrative service to the CLE 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, coordinates invitations, arranges catering (often to remote locations), collates and formats materials and presentations using Power Point and other technology programs.
- Co-ordinates the collation of reporting requirements for CLE and training, 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 CLE 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.
- 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
- 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 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.