



# JOB DESCRIPTION

LEGAL AID WESTERN AUSTRALIA

## Executive Assistant

Level 3 - Full Time - 37.5 hours per week  
Perth Office

### Job Description

This position provides secretarial and administrative support to the Division Director and senior members of the Division. It also maintains a high standard of communication and public relations on behalf of the Division Director and senior members of the Division.

### About Legal Aid Western Australia

Legal Aid WA provides legal assistance services across Western Australia and the Indian Ocean Territories. We serve the broader community by providing information and legal advice with a focus on the prevention and early resolution of legal problems. We prioritise more intensive services, such as representation and mediation, to those who need them most. Legal Aid delivers through a network of offices, Virtual Offices, outreach locations and private lawyers across the State. We have a statutory duty to deliver legal aid in the most effective, efficient and economical manner. Legal Aid WA reports to the State Attorney General.

### 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.

#### Values

**Making a difference:** We're committed to helping people understand and protect their rights.

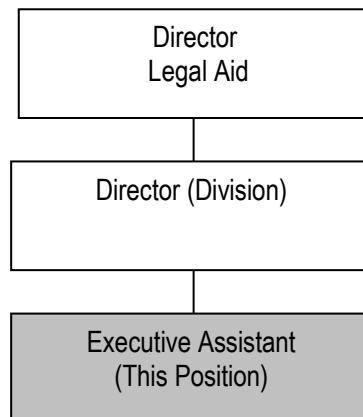
**Client-centred:** We put clients at the centre of everything we do.

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

**Innovation:** We're committed to continuous improvement

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

## Reporting Relationships



## Scope of Duties

- Provides administrative services to the Division Director and other members of the Division's Leadership Team.
- 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 Divisions Director's daily schedule/diary and handles travel and accommodation bookings.
- Applies analytical and decision making skills to support appropriate courses of action for clients.
- Acts as a role model and point of contact and assistance to other administrative staff in the Division.
- Provides administrative assistance in relation to responding to client complaints, ministerial correspondence, and freedom of information requests.
- Operates effective information management and recordkeeping practices to achieve excellence in the treatment of all records received and generated within the Law Division and signed off by the senior members and the Director.
- Liaises with senior Government officer, 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.
- Other duties as required.

## Selection Criteria

*If any of the criteria below are in bold only those bold criteria 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.**
- Sound knowledge of administrative information management practices together with 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.
- **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.

### ESSENTIAL REQUIRED 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.
- Willingness to learn and share knowledge with others.
- Outcome and service focused.

### QUALIFICATIONS / LICENCES

- Relevant tertiary studies or proven experience in a related field. (Desirable)

