

<b>POSITION TITLE:</b>	Paralegal	<b>CLASSIFICATION:</b>	Band 5
<b>REPORTS TO:</b>	Fiona Ford, General Counsel	<b>CONTRACT:</b>	
<b>DEPARTMENT:</b>	Legal		

#### OUR STRATEGIC CONTEXT



##### PURPOSE

Our organisation is accountable, sustainable and delivering effective services to our community.

##### VISION

Our community is a safe, inclusive and creative city that celebrates and embraces its vibrancy of cultures.

##### VALUES

Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability.

##### COUNCIL PLAN

A thriving and unique place; an inclusive and healthy community; and a people-centred and future ready city.

#### HOW YOUR ROLE CONTRIBUTES

- Key member of Council's Legal team performing a wide range of legal administrative tasks under the guidance and supervision of the General Counsel and Legal team
- Effectively assist the Legal team on all administrative tasks relevant to Council
- Commitment to providing excellent customer service to all stakeholders and a willingness to work collaboratively across a wide range of legal administrative matters and key projects
- Support the Legal team to provide strategic leadership and direction to the organisation so it effectively meets legislative, regulatory, and compliance obligations
- Support the Legal team to focus on minimising risk and maximising outcomes for Council in line with community expectations and relevant Local Government legislative and regulatory requirements.

RESPONSIBILITIES	KEY OUTCOMES
<b>Legal Services Panel and Legal project delivery and reporting administration assistance</b>	<ul style="list-style-type: none"> <li>• Responsible for administrative tasks related to pending Legal Services Panel (currently out to public tender) and Legal project delivery and coordination</li> <li>• Ability to administratively manage Legal Services, including implementation of and ongoing maintenance of the pending Legal Services Panel</li> <li>• Reporting assistance and delivery on key internal and external matters</li> <li>• Effective methods to develop and coordinate systems, policies, procedures, documentation, accurate information recording and filing and continuous improvement to meet legislative and organisational requirements</li> <li>• VendorPanel updating and monitoring external legal suppliers</li> <li>• Ongoing duties, tasks or projects as reasonably directed in accordance with role and responsibilities</li> <li>• Diary and calendar management regarding internal and external stakeholders</li> </ul>
<b>Paralegal administrative duties and primary triage and administration of Legal matters</b>	<ul style="list-style-type: none"> <li>• Be the first point-of-contact, providing high-level administrative and project support to the Legal team in accordance with organisational, government and legislative obligations, and assistance in the development of processes to meet these requirements.</li> <li>• Support the Legal team on all legal administrative matters</li> <li>• Support the Legal team on preparing and managing briefs to externals and external communications</li> <li>• Supporting the maintenance of the Legal Intranet page, keeping information up to date with approved changes.</li> <li>• Coordinate the flow of information from internal and external stakeholders for the Legal team and triage of queries from Council to team members accordingly.</li> <li>• Raise requisitions and process tax invoices, including allocating costs from other Business Units.</li> <li>• Provide support to staff on Council Policy and related procedures, and Legal administrative matters</li> <li>• Identify, maintain and implement improvement opportunities for the operation of the team.</li> </ul>

<b>Legal templates and precedents administrative support</b>	<ul style="list-style-type: none"> <li>• Maintain, update and be responsible for maintaining key contract templates, advices and guides for the Legal team ensuring accurate records and databases up to date and easily accessible</li> <li>• Provide administrative support and project support to the General Counsel and Legal team, including coordination of correspondence, formatting of documents, preparing drafts of relevant legal precedents, documents and correspondence, reports and memos</li> <li>• Undertake other duties commensurate with skills and abilities as is reasonable and appropriate to the role, as is requested from time to time.</li> </ul>
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### KEY WORKING RELATIONSHIPS



**Direct reports:** None

**Internal:** Legal and Governance team / across Council

**External:** External legal providers and relevant external stakeholders

### REQUIRED SKILLS AND COMPETENCIES

Accountability and extent of authority	<ul style="list-style-type: none"> <li>• Maintain a high level of diplomacy and discretion and ability to work and deal with confidential and commercially sensitive information across a wide range of information and projects noting specialised Legal team function and obligations</li> <li>• Mindful of reputational mitigation risks when working for Local Council</li> </ul>
Judgement and decision making	<ul style="list-style-type: none"> <li>• Trusted and sought after legal administrative and support advisor</li> <li>• Ability to provide solutions relating to various day-to-day legal administrative tasks and operations with a proactive approach to problem solving.</li> <li>• Demonstrated written and verbal communication skills and efficient time management skills</li> <li>• Prioritise daily routine functions in order of importance to coordinate with specific allocated tasks.</li> </ul>
Specialist knowledge and skills	<ul style="list-style-type: none"> <li>• Sound knowledge of legal (in-house and/or external firm) processes and activities (preferable).</li> <li>• Strong legal administrative skills and attention to detail providing a range of business support activities and tasks, including accurate data entry, record keeping and electronic filing of legal related documentation and development of high-quality documents.</li> <li>• Ability to be proactive and results driven demonstrating prioritisation of tasks and meeting deadlines in a complex and thriving environment</li> <li>• Understanding of Local Government functions and decision-making processes and relevant legislative and regulatory requirements</li> </ul>
Interpersonal skills	<ul style="list-style-type: none"> <li>• Commitment to providing excellent customer service to all stakeholders and a willingness to work collaboratively across a wide range of projects.</li> <li>• Ability to be flexible and proactive in the delivery of services and work across a range of legal administrative tasks</li> <li>• Highly developed communication and interpersonal skills including presentation skills, preparation of reports and correspondence.</li> <li>• Demonstrated ability to resolve complex administrative issues in a professional and courteous manner</li> <li>• Ability to manage time, plan and prioritise work, and meet deadlines and targets with competing demands, often of similar priority level.</li> <li>• Understanding of the highly politically charged nature of Local Council and the thriving in a fast paced environment</li> <li>• Excellent written and verbal communication skills, a proactive 'can do' attitude and approach, and an ability to build rapport with multiple internal and external stakeholders</li> </ul>
Qualifications and experience	<ul style="list-style-type: none"> <li>• Experience in a similar Legal administrative and/or paralegal role; and/or relevant tertiary qualifications or equivalent relevant to law and business administration or other relevant discipline</li> <li>• Experience in a legal, regulatory or governance environment (preferable) working with legislative Acts and Regulations, and understanding of underlying principles</li> </ul>

- Demonstrated high level experience and competency of computer skills including knowledge of Microsoft Office Suite including Outlook, Microsoft Word, Powerpoint and Excel.
- Current Victorian Drivers Licence and WWC

## WHAT WE ARE ALL RESPONSIBLE FOR



**Workplace Health, Safety and Wellbeing:**

We are committed to maintaining a healthy and safe work environment for all employees, contractors, volunteers, and visitors and recognise that this is an integral part of our business. This commitment extends to ensuring activities do not place any person at risk.

**Diversity, Equity and Inclusion:**

We are committed to fostering a diverse and inclusive workplace that values everyone's contributions, lived experience, and expertise. A workplace where everyone is supported to thrive and be authentic.

**Code of Conduct:**

We are committed to the provision of the best possible services to the community in a fair, equitable and inclusive manner and requires all employees to adhere to the standards of conduct.

**Service Promises:**

We Empathise | We are Responsive | We are Transparent | We are Consistent | We Follow Through

**Safeguarding Children and Young People:**

We have a zero tolerance to child abuse. All Council officers, including employees, contractors, volunteers and Councillors have a legal and moral obligation to keep children safe and promote their best interests.

**Sustainability:**

We're committed to a sustainable Stonnington, working together with our community to create a healthy future for us all.

Review date: