

PARALEGAL and LEGAL ADMINISTRATOR

Local Aboriginal Land Council Service, Not-for-profit Law

Paralegal and Legal Administrator, Not-for-Profit Law

An exciting opportunity has arisen to join one of Australia's most successful public interest and social justice organisations. In the face of rising levels of unmet legal need, Justice Connect designs and delivers high impact interventions to increase access to legal support and progress social justice.

We are committed to taking an impact-focused approach, applying research and design principles to develop our products and services to ensure they make a tangible difference for our clients and sector peers.

We deliver services that assist both people and community organisations. Those we assist often struggle to navigate the law, are unable to use the law in their daily lives and experience the impacts of harsh and unjust laws. We aim to prevent and to solve legal problems so that we can prevent the negative impacts on people's lives and organisations and empower the community to use the law as a force for good.

Given the scale of the challenges we address, we use digital innovation to extend our reach and impact, supporting us to be more efficient and accessible, while helping us capture and use data to better understand legal need and underlying systemic issues.

We harness the extraordinary pro bono contributions of over 50 member firms and the barristers we work with across the country. We channel pro bono effort through our innovative service models to ensure that pro bono hours deliver real impact for the community.

We develop strategic interventions to help address the system-level drivers of legal problems and barriers people face when engaging with the legal system. By addressing root causes of flawed or unfair laws and poorly designed systems, we prevent the long-term challenges that people and organisations continue to face.

Our creative and passionate staff drive us forward with a commitment to evaluation and iteration that ensures our impact increases year on year.

This exciting role is part of Justice Connect's Not-for-profit Law team, providing Australia's only dedicated community legal services for not-for-profits and charities. Not-for-profit Law's acclaimed self-help website (www.nfpilaw.org.au) has over 300 legal resources and is the foundation of the program's service delivery model. We also offer legal advice and educational services to organisations across Australia, and advocate for improved standards and legal frameworks for the Australian not-for-profit sector. We run a certified legal training social enterprise and deliver a dedicated service for Local Aboriginal Land Councils in NSW.

We are currently seeking a Paralegal and Legal Administrator to support Not-for-profit Law's Local Aboriginal Land Council Service. The role will support the effective and efficient management of the Local Aboriginal Land Council Service, which delivers tailored free legal services (advice, referrals, training and resources) to 120 Local Aboriginal Land Councils across NSW. If you are dynamic and organised, a whiz with data systems and passionate about the community sector and working with Aboriginal community controlled organisations, this is an exciting opportunity to join a professional and committed team who share your vision of a fairer society.

We know our team and our organisation is stronger with a diversity of backgrounds and experience, including lived experience of the issues we work on. Aboriginal and Torres Strait Islander people, people of colour, people from culturally and linguistically diverse and refugee backgrounds, people with diverse religious beliefs, gender diverse people, LGBTIQ+ people and people living with a disability are strongly encouraged to apply.



Applications close 9:00am, Wednesday 26 January 2022.

Position description

Position title	Paralegal and Legal Administrator, Not-for-profit Law
Position reports to	Local Aboriginal Land Council Service Senior Lawyer, Not-for-profit Law
Employment status	Fixed-term until 30 June 2023
Hours	22.5 hours per week (0.6 FTE)
Salary	\$60,965.84 per annum pro rata plus 10% superannuation, annual leave loading and generous salary packaging options
Location	Level 5, 175 Liverpool Street, Sydney NSW 2000 <i>*Hybrid working model</i>
Closing date	9:00am, Wednesday 26 January 2022
For further information	Savi Manii, Manager, Not-for-profit Law on (02) 9160 7173 or savi.manii@justiceconnect.org.au

Role purpose

Not-for-profit Law's Local Aboriginal Land Council Service **Paralegal and Legal Administrator** provides paralegal and administrative support to the Local Aboriginal Land Council Service.

Key responsibilities

The **Paralegal and Legal Administrator** role supports Not-for-profit Law's Local Aboriginal Land Council team to deliver free tailored support for the network of 120 Local Aboriginal Land Councils across NSW. Key responsibilities of the role include:

- Managing initial telephone, email and online enquiries from Local Aboriginal Land Councils (**LALCs**);
- Overseeing the intake process to ensure that enquiries are dealt with efficiently and effectively;
- Taking comprehensive and clear instructions from LALCs and making preliminary eligibility assessments;
- Providing LALCs with the outcome of an eligibility assessment and administering client files (opening, closing, periodic checks, evaluation);
- Providing legal information to LALCs, where appropriate;
- Assisting with recruitment, induction, training and support of practical legal training placement students (PLTs), as required;
- Training and assisting staff, PLTs, volunteers and secondees in client intake processes and procedures;
- Assisting lawyers with legal research and drafting correspondence;
- General administration duties (e.g. scheduling meetings, setting up systems and procedures)
- Monitoring and maintaining Not-for-profit Law's databases and ensuring data is complete and clean;
- Drafting and compiling client stories and obtaining client consent to their use;
- Preparation and collation of reports and acquittals as required internally and under with funding agreements, including regular data tracking against reporting and funding KPIs;



- Assisting with Not-for-profit Law publications, such as the monthly update and law reform submissions;
- Contributing to Justice Connect's Reconciliation Action Plan activities;
- Escalating risk and legal practice management issues to the Principal Lawyer or Manager;
- Contributing to program and organisation-wide projects;
- Other ad hoc tasks as required for the benefit of the team.

This job description outlines the current duties and responsibilities of the position. These will be reviewed on a regular basis with the position holder and are subject to change according to the needs and priorities of Justice Connect's Not-for-profit Law program.

Selection criteria	
Qualifications	<ul style="list-style-type: none"> • Bachelor of Laws Degree (or final or near-final year student enrolled in Bachelor of Laws) or other relevant qualification
Technical expertise	<ul style="list-style-type: none"> • Advanced skills in Microsoft Office software, including Outlook, Word and Excel • Database and client file management skills (experience with CRMs in particular Microsoft Dynamics highly desired) • Advanced skills in working with data and reporting
Experience	<ul style="list-style-type: none"> • Experience working or volunteering within a not-for-profit organisation (desirable) • Familiarity with legal practice and legal terminology (highly desirable) • Experience collecting, analysing and reporting data (highly desirable)
Knowledge, skills & attributes	<ul style="list-style-type: none"> • Sound computer skills (within a legal practice environment preferred) • Excellent oral and written communication skills in particular the ability to communicate with a diverse range of stakeholders and people experiencing disadvantage in a professional and respectful manner • Experience working with Aboriginal people or Aboriginal community controlled organisations (highly desirable) • A sound knowledge of information and document management practices, with an interest and aptitude for analysis and data mining • Demonstrated ability to collect, analyse and present information in a meaningful manner • Dynamic, well-organised with excellent attention to detail • An aptitude for problem solving including the use of initiative, creativity, humour and negotiation skills to achieve positive outcomes • Highly motivated, professional with a strong work ethic, a positive attitude and demonstrated ability to work in a team



Employee benefits

Justice Connect offers employment benefits including salary packaging (making part of your salary tax-free), flexible working arrangements, above award annual leave provisions and opportunities for professional development. Justice Connect is an organisation that strives to show leadership, operate sustainably and demonstrate our effectiveness. You will be rewarded with a workplace culture that is professional, committed, collaborative and creative and where you can make a real difference through your work.

Important information

For further information about Justice Connect and its work please visit www.justiceconnect.org.au.

The application process is as follows:

- Applications should be addressed to **Savi Manii, Manager, Not-for-profit Law** and should comprise a cover letter, your resume, and a succinct statement outlining your suitability for the role with reference to the selection criteria
- Applications should be emailed to hr@justiceconnect.org.au as a **single word or PDF file** including "LALC Service Paralegal and Legal Administrator, Not-for-profit Law" in the email subject line
- Applications close at 9:00am on Wednesday 26 January 2022.

