

# PARALEGAL and LEGAL ADMINISTRATOR

*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.nfplaw.org.au](http://www.nfplaw.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 the Not-for-profit Law team.** The role supports the effective and efficient management of Not-for-profit Law's services (with a focus on the intake and triaging of enquiries) and the timely and accurate collection of data to help demonstrate the impact of the work undertaken by Not-for-profit Law. If you are dynamic and organised, a whiz with data systems and passionate about the community sector, 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 on Friday 28 January 2022

## Position description

Position title	Paralegal and Legal Administrator, Not-for-profit Law
Position reports to	Principal Lawyer, Not-for-profit Law
Employment status	1 year fixed term role
Hours	37.5 hours per week (1.0 FTE)
Salary	\$60,965.84 per annum plus 10% superannuation, annual leave loading and generous salary packaging options
Location	Melbourne (Level 17, 461 Bourke Street, Melbourne 3000) or Sydney (Level 5, 175 Liverpool Street, Sydney 2000) <i>*Hybrid working model</i>
Closing date	9:00am on Friday 28 January 2022
For further information	Contact Savi Manii, Manager of Not-for-profit Law, on (02) 9160 7173 or <a href="mailto:Savi.Manii@justiceconnect.org.au">Savi.Manii@justiceconnect.org.au</a>

## Role purpose

Not-for-profit Law's **Paralegal and Legal Administrator** provides paralegal and administrative support to the Not-for-profit Law team. Working in a collaborative cross-jurisdictional team, the Paralegal and Legal Administrator plays a key role in ensuring high-quality, efficient and timely legal services for not-for-profit community organisations and social enterprises across Australia.

## Key responsibilities

The **Paralegal and Legal Administrator** role supports the Not-for-profit Law team to deliver support for not-for-profit organisations across Australia. Key responsibilities of the role include:

- Managing initial telephone, email and online enquiries from not-for-profit organisations;
- Overseeing the intake process to ensure that enquiries are dealt with efficiently and effectively;
- Taking comprehensive and clear instructions from help-seekers and making preliminary eligibility assessments;
- Providing help-seekers with the outcome of an eligibility assessment and administering client files (opening, closing, periodic checks, evaluation);
- Providing legal information to help-seekers, where appropriate;
- Monitoring and maintaining Not-for-profit Law's databases and ensuring data is complete and clean;



- Preparing and collating of reports, templates and acquittals as required internally and under funding agreements, including regular data tracking against reporting and funding KPIs;
- Escalating risk and legal practice management issues to the Principal Lawyer or Manager
- Assisting lawyers with legal research and drafting correspondence;
- Drafting and compiling client stories and obtaining client consent to their use;
- General administration duties (e.g. scheduling meetings, drafting intake rosters, setting up systems and procedures);
- Training and assisting staff, PLTs, volunteers and secondees in client intake processes and procedures;
- Assisting with recruitment, induction, training and support of practical legal training placement students (PLTs), as required;
- Assisting with Not-for-profit Law publications, such as the monthly update and law reform submissions;
- Collaborating effectively with other Paralegal and Legal Administrators to fulfill key duties;
- Contributing to program and organisation-wide projects, including Justice Connect's Reconciliation Action Plan activities, and
- 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.*

<b>Selection criteria</b>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelor of Laws Degree (or final or near final student enrolled in Bachelor of Laws) or other relevant qualification</li> </ul>
<b>Technical expertise</b>	<ul style="list-style-type: none"> <li>• Advanced skills in Microsoft Office software, including Outlook, Word, PowerPoint and Excel</li> <li>• Database and electronic client file management skills (experience with CRMs in particular Microsoft Dynamics highly desirable)</li> <li>• Advanced skills in working with data and reporting (experience with business intelligence applications such as Power BI highly desirable)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience working or volunteering within a not-for-profit organisation (highly desirable)</li> <li>• Familiarity with legal practice and legal terminology (highly desirable)</li> <li>• Experience collecting, analysing and reporting data</li> </ul>
<b>Knowledge, skills &amp; attributes</b>	<ul style="list-style-type: none"> <li>• Sound computer skills (within a legal environment preferred)</li> <li>• 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</li> <li>• Experience working with Aboriginal people or Aboriginal community controlled organisations (desirable)</li> </ul>



- 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
- Comfort working in agile practice with openness to pivoting as organisational and team priorities change
- 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
- Commitment to Justice Connect's vision, strategy and values, including a commitment to social justice

## 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](http://www.justiceconnect.org.au)

### The application process is as follows:

- Applications should be addressed to **Savi Manii, Manager of 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](mailto:hr@justiceconnect.org.au) as a **single word or PDF file** including "Paralegal and Legal Administrator, Not-for-profit Law" in the email subject line.
- Applications close at 9:00am on Friday 28 January 2022.

