

By your side

JOB DESCRIPTION

LEGAL ADMINISTRATION OFFICER – FULL-TIME or PART TIME

<u>Position:</u>	Legal Administration Officer
<u>Classification:</u>	Administration Officer – Grade 1
<u>Occupant:</u>	Vacant
<u>Date:</u>	January 2022
<u>Prepared by:</u>	Scott Shepherd
<u>Approved by:</u>	Lisa Darmanin

POSITION OBJECTIVE

To provide administrative support to an assigned area of the Branch.
To provide general office administration support and other tasks as directed that support the objectives and responsibilities of the position to an assigned area of the Branch.

Under the direct supervision of the branch's Industrial Officers to develop and implement goals to:

- Provide administrative support to the Industrial Bargaining Unit (Legal team)
- Handling internal and external correspondence directed to the IBU
- Manage incoming and outgoing communication to the IBU

Key areas

1. Preparation of Correspondence / Documents

- Prepare basic correspondence / documents, as required, including FWC Forms and equivalent in other jurisdictions.
- Format and edit correspondence/documents, as required, including FWC Forms and equivalent in other jurisdictions.
- Ensure all completed documentation is properly authorised prior to sending/lodging.
- File and retrieve corporate documents, records and reports, including FWC applications and the like.
- Proofread and minor editing of FWC and other applications/submissions

2. Meetings/legal proceedings

- Arrange use of meeting rooms, facilities, including equipment both in-house and outside, when requested.
- Organise teleconferences and online meetings, when required.
- Print/copy and prepare documents/materials/handouts as requested.
- Under supervision of Industrial Officers, provide administrative support to prepare for legal proceedings (primarily FWC)

3. Liaison with Members & Others

- Contact and liaise with members / delegates, as required.
- Answer telephone enquiries, when required.
- Attend meetings, as required.
- Liaise with Elected Officers for sign off on various items

4. Administrative

- Provide all necessary word processing / administrative support including filing, photocopying, faxing, emailing, etc.
- Administrative tasks as directed by Industrial Officers.
- Send emails and distribute incoming emails in accordance with established procedures.
- Formatting and finalising documents for filing in legal proceedings.
- Assisting Compliance Coordinator with administrative functions as needed.

ORGANISATIONAL RELATIONSHIP

Reports to:	Legal & Governance Manager
Internal Liaisons:	All Staff
External Liaisons:	Members / Delegates
	Employers
	Other Unions
	VTHC
	ACTU
	ASU National staff and other branches

LIMITS OF AUTHORITY

The position is accountable and responsible for their own work, and is required to work individually and in a team environment.

The position has authority to work within specific guidelines, and is under supervision, with supervision provided to ensure work is completed in accordance with current practices, procedures, and instructions.

The position is required to exercise limited judgment, and initiative within the range of competencies, skills, training, and knowledge.

SELECTION CRITERIA

- Computer skills including MS Office Suite & ability to learn ASU specific applications.
- Fair written and oral communication skills and the ability to use communication and information systems and to communicate and liaise effectively and sensitively at all levels, both internally and externally.
- Ability to develop a high level attention to detail, administrative and organisational skills.
- Completion of introductory courses, relevant to the position would be desirable.
- Workplace experience and on the job knowledge
- A basic background in clerical and administration duties

Skills and Attributes

- Ability to perform work within specified timelines
- The capacity to develop the ability to appropriately and sensitively deal with confidential information
- An understanding of and commitment to the principles of organised labour and unionism
- Ability to adjust work practices to meet the needs of the union and its members
- Have knowledge or ability to learn and use competently programs currently in use by the branch and any further programs that may be installed in the future.
- Data entry skills, and prepared to become multi skilled across a range of administration functions in general.
- Fair written and oral communication skills and a sound knowledge of computers., including the ability to use basic word, excel.
- Customer service skills with members, employers and the general public.

TECHNOLOGY

- MS Office Suite
- Survey Monkey
- Digital Switchboard
- Photocopier/Printer
- Emails
- Internet
- Kudos – in-house database

General Statement

This position description is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. The performance of other duties within the employee's competence and skills will be required from time to time in order to meet the Union's needs.

Privacy

The collection and handling of information will be consistent with the requirements of the Information Privacy Act 1988 and all subsequent amendments.

Other Information

The OH&S requirements of the position are:

Cooperate with all health and safety policies and procedures of the union and take all reasonable care to ensure that the actions or omissions do not impact on the health and safety of others in the union.