

Position Description

Position details

Position Title:	Legal Administrator
Purpose	You will work within a cohesive high-performing Health Justice Partnership team, using your excellent administrative skills at First Step Legal (FSL) to support a dedicated, professional team of lawyers, staff and students to provide quality and compassionate service delivery to vulnerable and marginalised individuals.
Classification:	Health Professionals and Support Workers Award (HPSSA) Level 3 PP2 (\$73,096 p.a. pro rata)
Reports to:	Practice Manager
Location:	St Kilda + outreach locations with initial WFH arrangement as per COVID19 requirements
Employment Status:	2-year fixed term contract with all positions subject to continuation of project funding
Hours:	Part-time 0.6 FTE (22.5 hrs per/week) to be negotiated
Probationary period:	A three month probationary period applies

The Organisation

First Step Legal (FSL) operates as a Health Justice Partnership (HJP) within First Step, a not for profit mental health and addiction clinic in St Kilda. FSL is a unique Community Legal Centre providing pro bono, legal advice and representation to among the most marginalised in the community. FSL practices predominantly in relation to criminal law and family violence matters. Assistance is also provided with infringement, debt and other matters on an ad hoc basis. FSL currently comprises a small team of 2 part-time lawyers, an administrative case manager and several volunteer paralegals.

FSL's vision is to increase *Access to Justice* for clients struggling with mental health and addiction issues to enable them to access supports to rebuild and improve their lives and by achieving legal and court outcomes supportive of their continued recovery and rehabilitation in the community. FSL also works to champion HJPs and therapeutic, compassionate legal practice via law reform and advocacy opportunities.

FSL aims to embody a methodology of practice which values:

- Delivering excellence in the provision of our legal services to clients within a framework of compassionate legal practice
- Ensuring clients are well-informed about the process and conduct of their legal matters
- Assisting clients who are genuinely engaged or wanting to be engaged in treatment, recovery and therapeutic interventions that will support their ongoing wellbeing
- Giving clients agency in decisions regarding their treatment that best support them and their needs
- Working hard to achieve legal resolutions that will support ongoing recovery and rehabilitation.

Funding Sources

FSL receives funding from a variety of sources including philanthropic, corporate, government and quasi-government sources. This includes Victorian Legal Services Board (VLSB) project funding and recently, 3 year Community Legal Services Program (CSLP) funding, administered through Victoria Legal Aid. FSL is expanding its HJP model by undertaking some new outreach pilots at Alfred Health and Star Health. FSL is moving into a new expanded office space in St. Kilda, adjoining First Step (subject to COVID restrictions).

The Role in Context

The aim of the **Legal Administrator** role is to provide **legal administrative support** to the FSL team. This will enable FSL to directly support clients with a broader range of legal issues to rebuild and restore their lives. The incumbent will work collaboratively with the FSL team to provide administrative support to the predominately criminal law and family violence focussed legal team including file management across all files and systems. This includes reviewing and updating current systems and processes and supporting the legal service in its transition to a new cloud based document management system called *Action Step*. The role is designed to work alongside a Legal Case Manager who provides key practice management support for lawyers and co-ordinates and allocates administrative project and client tasks to volunteer law students.

Key Responsibilities

Key Responsibility Areas
<p><u>Legal Administration</u></p> <p>Provide high quality legal administrative support, including by -</p> <ul style="list-style-type: none">• Providing legal file management across all files and systems• Preparing client documentation and reports for legal staff• Liaising with courts and tribunals as required• Supporting workplace systems in FSL's new office space (subject to and compliant with COVID19 restrictions)• Providing back-up assistance with FSL's paralegal volunteer program• Supporting training and meeting activities of FSL as required• Inputting, updating and maintaining statistical data into our existing and future databases and systems including; opening, closing, and archiving files and other general data entry• Utilising systems and technology which have a significant impact on the legal practice; including adapting to new, and enhancing the use of current, systems and technology• Acting as the first point of contact for clients, assisting with communication between solicitors, clients and external parties• Providing secretarial support services to Solicitors• Providing word processing support for correspondence, preparation of briefs of evidence, subpoenas, affidavits, court reports and other documents• Assisting with legal aid billing and maintenance of office account.
<p><u>Project Work</u></p>

Work collaboratively with the FSL Team to support key projects, including by -

- Providing key support for FSL's transition to *Action Step* document management software
- Contributing to the development and review of *FSL Policy and Procedure Manual*
- Undertaking a range of projects or other duties as required

Organisational Obligations

Meet organisational obligations, as agreed with the Manager, including by –

- Undertaking training which meet FSL's organisational and professional development requirements
- Participating in FSL activities including staff, team and agency meetings, supervision and debriefing

Health & Safety

- Actively contribute to health and safety at FSL by being aware of safety policies and procedures and consciously applying these every day to ensure the health and safety of our workplace including additional requirements to maintain a COVID-safe workplace.

Key Selection Criteria

Qualifications, Knowledge and Skills, Personal Attributes:

1. Strong experience in providing high quality administrative support within a legal environment, ideally in a health justice partnership (HJP), community legal centre or similar legal setting.
2. Proven ability and commitment to working both collaboratively in a team environment as well as independently with minimal supervision.
3. Excellent organisational and systems skills and the ability to prioritise workloads, meet timelines and work under pressure.
4. Sound interpersonal skills and the capacity to communicate with a range of stakeholders, including courts, complex clients and HJP team members.
5. Highly proficient computer skills with an ability to learn new systems and processes quickly.
6. Sound working knowledge of client databases (with experience in *Action Step* a bonus).
7. Demonstrated commitment to access to justice, social justice and equality

Approval and Acknowledgement

Date PD last reviewed: New PD

PD Approved by: FSL Managing Lawyer

Date of approval: September 2020