# Position Description – Senior Legal Secretary

|  |  |
| --- | --- |
| Position: | Senior Legal Secretary |
| Reports to: | Principal Legal Officer |
| Salary: | AO Level 7 (SCHADS Level 2)  Salary range $58,091 to $65,000 A per annum – depending on experience, plus superannuation  Salary Packaging also available |
| Location: | Head Office - 273 High Street, Preston, Victoria  This position may require regional and interstate travel |
| Employment type: | Full-time (fixed term until 30/06/2021) with the possibility of an extension in line with funding |
|  | **We are always actively looking for applicants from a diverse range of gender identities, sexual orientations cultures, language groups, abilities, and experiences.**  **In particular, we encourage Aboriginal and Torres Strait Islander people, Members of the LGBTQI+ community, people with disabilities, and people with experience seeking asylum to apply.** |

|  |
| --- |
| About us |
| We were established as a community-controlled organisation in 1973 to address the over-representation of Aboriginal and Torres Strait Islander peoples in the criminal justice system. The organisation has a long and proud history of providing legal and service support for Aboriginal Victorians who are experiencing or at risk of experiencing negative contact with the justice system and advocating locally, nationally and internationally for the rights of Aboriginal people. We strive to:  * Promote social justice for Aboriginal and Torres Strait Islander peoples; * Promote the right of Aboriginal and Torres Strait Islander peoples to empowerment, identity and culture; * Ensure that Aboriginal and Torres Strait Islander peoples enjoy their rights, are aware of their responsibilities under the law and have access to appropriate advice, assistance and representation; * Reduce the disproportionate involvement of Aboriginal and Torres Strait Islander peoples in the criminal justice system; and * Promote the review of legislation and other practices which discriminate against Aboriginal and Torres Strait Islander peoples.   The organisation has grown over the years (with further expansion options being pursued) and now offers criminal, family and civil law services, client services support, community legal education and a range of community justice support programs in both Victoria. |

|  |
| --- |
| Our Values |
| Respect We advocate for and demonstrate the right of every person to be treated with dignity and respect. Culture We remember what we are here for and how our organisation came into being and ensure we are centred within our communities. CommitmentOur team is committed to improving the lives of Aboriginal people. We keep our word and stand by our commitments.Self-Determination We respect and promote the principle of self-determination in everything that we do. We will achieve change for Aboriginal communities and ensure the realisation of self-determination. Independence We are Apolitical. We are independent. Integrity We are steadfast in our adherence to our values. We take every reasonable measure to protect our clients. We offer independent, professional and high-level legal representation. Equality We fight for our communities to be equal before the law and to rectify the over-representation of Aboriginal people in the justice system. VALS promotes the right to be different, free from discrimination and valued as an individual. We are an inclusive workplace that respects and protects equality. |

|  |
| --- |
| About the team |
| Legal Services This section is responsible for delivering client focussed quality services for Aboriginal Victorians in contact with the justice system.  Legal Services are co-located in this unit to drive an integrated, flexible and innovative approach to meeting client needs.  The section liaises and networks with other Aboriginal organisations and works with stakeholders to reduce negative contact Aboriginal people have with the justice system.  In conjunction with Executive and Corporate Services this section also advocates for improved justice outcomes and prepares specialist advice on legislation change.  The Director, with the PLOs ensures all legal standards and CLC Risk Management guidelines are met. |

|  |
| --- |
| About the position |
| Overview The Senior Legal Secretary provides high quality secretarial and support services to the legal staff and supervision of the legal secretaries in the provision of criminal, family and civil law assistance of the Aboriginal and Torres Strait Islander community in Victoria. Key Performance Indicators, Duties & Responsibility  1. Provide supervision, training and support to the secretarial staff 2. Manage workload distribution to secretarial staff including when staff are sick or on leave. 3. Rostering of reception coverage when required. 4. Provide training to solicitors on secretarial processes as part of solicitor induction program. 5. Undertake all word processing tasks and associated file management tasks as provided by solicitors in relation to the ongoing file management of clients of the Service in area of Criminal Law. 6. Prepare documentation for briefing Counsel or other professionals as directed, including photocopying, collating and arranging delivery. 7. Receive phone calls on behalf of individual solicitors and follow up enquiries or record messages for action by solicitor. 8. Assist in arranging appointments for clients or making contact with clients directly. 9. Undertake filing of reports and other documentation on behalf of clients. 10. Update data base and electronic files as required. 11. Lodge and maintain Victoria Legal Aid grant applications within the ATLAS system as required. 12. Undertake relief work on reception, as rostered and participate in duties associated there. 13. Participate in the processing of ingoing and outgoing mail for the organisation.. 14. Keep up to date with relevant procedures by attending professional education programs and maintain an understanding of issues impacting the justice system and members of the   Aboriginal and Torres Strait Islander Community.   1. As directed, undertake other duties which are incidental and peripheral to the main tasks, provided that such duties are reasonably within the employee’s skills, competence and training  Personal accountability  1. Compliance with all VALS Values, code of conduct, policies and procedures and relevant government legislation and standards where relevant. 2. Demonstrate a commitment to the principles of social justice and aim to ensure every individual is treated with dignity and respect regardless of their background, ability, ethnicity, gender identity, sexual orientation or religion 3. Ensure appropriate use of resources 4. Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace. 5. Take reasonable care for your own health & safety, and health and safety of others (to extent required) 6. Promptly respond to and report health and safety hazards, incidents and near misses to management. 7. Attend mandatory training sessions (ie. equal employment opportunity, health and safety, cultural safety) and mandatory training specific to position.    Key Selection Criteria  1. Demonstrated ability and at least 3 years’ experience as a legal secretary. 2. Word proficient to 100 words per minute 3. Demonstrated ability to manage and supervise staff in accordance with organisational values. 4. Advanced skills in the use of MS Office Software (particularly MS Word, Excel, E-mail) to a legal practice and the capacity to quickly acquire competency in the use of VALS’ client data base. 5. A commitment to the legal issues faced by members of the Aboriginal and Torres Strait Islander Community in Victoria. 6. The ability to work collaboratively with others and to foster a co-operative and supportive team environment. 7. Professional and courteous phone manner and interpersonal skills and the capacity to communicate effectively with members of the Aboriginal and Torres Strait Islander community and acknowledge their diverse backgrounds, personalities and varying needs and the unique cultural ways in which they may be expressed  Key Capabilities  * Plans and prioritises work - manages competing demands * Adheres to organisation policies and procedures * Is approachable, accessible and responsive * Communicates attentively by phone * Uses and manages email appropriately * Gains insight into the client and stakeholder needs, priorities and expectations  Mandatory Requirements On offer of this position, you must provide:   * a copy of your current Employee Working with Children card * a copy of your current Victorian Driver’s License * you will be required to complete a current Criminal History Police Check * proof of rights to work in Australia, i.e. a copy of an Australian Passport, Birth Certificate or Immigration VISA documentation |

|  |
| --- |
| How to apply |
| Please send your resume together with a covering letter which addresses the **Key Selection Criteria** (found within the position description) to [**jobs@vals.org.au**](mailto:jobs@vals.org.au) |

|  |
| --- |
| Acceptance on position offer |
| I understand and am clear of the position expectations and requirements  Name:  Signature:  Date: |