



## Legal Administrator - Position Description

EDO relies on our people to use their skills and experience to provide the best possible support to our clients and other staff. While this job description aims to outline the fundamental reason the role exists, the role may evolve as EDO evolves.

If you see a way to play to your strengths in a way that achieves EDO outcomes, please don't be limited to this list. We have important work to do and need everyone to be operating at their best.

### Job title: Legal Administrator

### Reporting to: Managing Lawyer of ACT Practice

### Purpose of the position:

Preparing and managing legal documents, and ensuring legal databases are kept up-to-date. Supporting the legal volunteer program, and assisting with more general administrative support needed in the office.

### Key responsibilities & duties

#### *Legal Administration*

The Legal Administrator role is an integral member of the assigned legal team/s, providing organisational and clerical support across a range of tasks. Legal administrators' duties and responsibilities may include but are not limited to:

- Supporting solicitors in the preparation and management of legal documents, including legal briefs, legal files, correspondence, and other court-related documentation
- Supporting solicitors with legal tasks e.g. typing or copying of documents, preparation of presentation materials, urgent court filings, proofreading, performing conflict of interest checks and data entry
- Manage the team's legal files, including opening, closing, filing, and archiving
- Update and maintain legal databases, registers, and other electronic and hard-copy records
- Liaise with clients, barristers and other parties as directed
- Assist with litigation disbursements, client invoicing and cost agreements
- Assist solicitors and volunteers to understand and use EDO's file management systems (CLASS, Sharepoint, LEAP)
- Entry of new intake into file management systems where required by team, apply intake guidelines or policies, and assist National Intake Solicitor as required
- Support the legal volunteer program, including induction, and rostering
- Assist senior staff with reporting on legal service delivery as per grant agreements or other compliance reports
- Other ad hoc tasks as required for the benefit of the team



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### *General Administration*

Legal Administrators may also be required to provide general administrative support in coordination with the National Operations Coordinators, IT and Finance Teams. The division and frequency of these responsibilities will vary, depending on the circumstances of the office in which they are located and the number of legal administrators working there. This may include:

- Reception: Greet visitors, direct phone calls, respond to or redirect emails, and handle post
- Monitor and order staff amenities and office supplies
- Liaise with building manager and monitor WHS issues
- Ensure the office complies with health directions and office policies especially in relation to Covid-19
- Troubleshoot IT issues
- Petty cash
- Assistance with meetings and events
- General office duties

### **Commitment to EDO values:**

#### Commitment

- We are committed to; a united organisation, to each other, to collaboration, to justice, to our communities and to creating a world where nature thrives.
- We are committed to providing excellent legal services and resources, informed by the best available science, in order to empower clients and communities.
- We are committed to improving our planet and society.
- We care for EDO's clients and stakeholders.
- We are fearless in the face of adversity, and care for each other as we face this adversity.

#### Diversity

- We are respectful of and welcome diversity of staff, volunteers, offices, environmental regions, communities, stakeholders.
- We respect First Nations Peoples' knowledge and experience, and work with them to protect their country and culture.
- We acknowledge that the law has not always been just.
- We dedicate ourselves to understanding the diversity of our people and culture.
- We welcome and respect our own differences and learn from them, and collaborate to achieve our greatest potential.
- We are great lawyers and great people, with open hearts and open minds.
- We respect the different places our stakeholders come from and strive to help them, even if their worldviews don't align completely with ours.

#### Integrity



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- We work effectively, efficiently, strategically, professionally and ethically; “justice is in our nature”.
- We are truthful with ourselves and others.
- We are nonpartisan and inspire trust in our clients, stakeholders and government.
- We respect the world's resources and make maximum productive use of the resources entrusted to us.

### Visionary

- We lead change and environmental empowerment using innovation, creativity, and courage.
- We expand the boundaries with creativity and skill, pioneering new legal pathways to a healthier, safer world and inspiring others.
- We are inquisitive, curious and persistent: exploring new ideas and embracing change.
- We boldly challenge the status quo while providing solutions to our most pressing challenges.