

# Position Description



<b>Position Title</b>	Paralegal
<b>Location</b>	Victorian Office NSW Office
<b>Department / Service</b>	Legal Service
<b>Reporting To</b>	Senior Lawyer (VIC) Managing Lawyer, Legal Service (NSW)
<b>Main Purpose of Position</b>	Responsible for supporting the legal team in the provision of legal advice and case work to clients throughout Australia who are affected by international parental child abduction.
<b>Number of Direct Reports</b>	0
<b>Decision Making Authority</b>	As per ISS Australia's Delegation of Authority and in accordance with ISS Australia's policies and procedures.
<b>Key Relationships</b>	<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Managing Lawyer, Legal Service</li> <li>• Legal Service team members</li> <li>• Victorian Office and NSW Office Teams</li> </ul> <p><b>External</b></p> <ul style="list-style-type: none"> <li>• Australian Central Authority</li> <li>• Referring agencies and professionals</li> </ul>
<b>Key Selection Criteria</b>	<p><b>Qualifications and Experience</b></p> <ul style="list-style-type: none"> <li>• Completed or in the process of completing a Bachelor of Laws or Juris Doctor</li> <li>• Experience in previous paralegal or administrative positions highly desirable</li> <li>• Experience with electronic client file management experience</li> </ul> <p><b>Knowledge and Skills</b></p> <ul style="list-style-type: none"> <li>• Excellent written communication skills, including the ability to draft complex written material and client communications.</li> <li>• Highly developed interpersonal skills, including the ability to relate well to a wide range of clients in considerably distressing circumstances.</li> <li>• Advanced legal research skills</li> <li>• Excellent organisational and time management skills and the ability to deal effectively with competing priorities.</li> <li>• Excellent computer skills, good knowledge of information and document management practices and an aptitude for data analysis and mining</li> </ul> <p><b>Personal Attributes</b></p> <ul style="list-style-type: none"> <li>• Self-motivating and managing, able to work independently and proactively</li> <li>• Ability to contribute to a positive working environment</li> <li>• Able to work collaboratively in a multidisciplinary team</li> </ul>

	<ul style="list-style-type: none"> <li>• Able and open to learning quickly and continuously</li> <li>• Keen to assist people in times of considerable personal distress.</li> </ul>
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<b>Key Areas of Responsibility</b>	<b>Key Performance Indicators</b>
<b>Information, advice and casework</b>	<ul style="list-style-type: none"> <li>• Intake for potential clients and seeking additional information from clients, under supervision</li> <li>• Assisting the lawyers with client, file and practice management activities</li> <li>• Preparing initial drafts of Hague Convention and Bilateral Applications</li> <li>• File management support to lawyers, including maintaining and closing client files and maintaining client records</li> <li>• Undertaking legal research as requested</li> <li>• Assisting with the preparation and maintenance of the legal content of information resources</li> </ul>
<b>Referral</b>	<ul style="list-style-type: none"> <li>• Inform potential clients about relevant ISS Australia services, including IPCA social work support and international family mediation.</li> </ul>
<b>Data and report writing</b>	<ul style="list-style-type: none"> <li>• Maintain up-to-date and accurate quantitative and qualitative data, in agreed formats, on services provided to IPCA clients.</li> </ul>
<b>Other duties</b>	<ul style="list-style-type: none"> <li>• General administrative duties, including maintenance of client information database, word processing and photocopying</li> <li>• Data entry of required information</li> <li>• Actively participate in staff meetings, annual planning, and strategic development</li> <li>• Work cooperatively with all ISS Australia staff members, students and volunteers to contribute to a positive and supportive work environment</li> <li>• Undertake other duties in keeping with the position's level of responsibility, as directed</li> </ul>

<b>Conditions of Service</b>	
Hours	0.4 FTE
Other	Position may require some working from home
Salary Package	Salary packaging is offered in accordance with ATO regulations for FBT-except charities and ISS Australia's policies.
Tenure	Fixed Term Basis with a 3 month probationary period.
General	Employment with ISS Australia is subject to a satisfactory National Police Check and provision of a current Working with Children Check.

<b>Approvals</b>	
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Created by	Managing Lawyer
Approved by	Executive Director
Date of most recent update	30 August 2021
Review date	[Date – at least every 12 months]

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