



Law Council
OF AUSTRALIA

Position Description

Administrative Assistant, Business Law Section

June 2022

Background

The Law Council of Australia is the peak national representative body of the Australian legal profession. It represents the Australian legal profession on national and international issues, on federal law and the operation of federal courts and tribunals. It works for the promotion of justice, the rule of law and general improvement of the law.

The Law Council is a federal organisation representing over 65,000 Australian lawyers through their Bar Associations and Law Societies and the Large Law Firm Group (the 'Constituent Bodies').

The Constituent Bodies of the Law Council are:

- Australian Capital Territory Bar Association
- Law Society of the Australian Capital Territory
- New South Wales Bar Association
- Law Society of New South Wales
- Northern Territory Bar Association
- Law Society of the Northern Territory
- Bar Association of Queensland
- Queensland Law Society
- Law Society of South Australia
- South Australia Bar Association
- Law Society of Tasmania
- The Tasmanian Bar
- The Victorian Bar
- Law Institute of Victoria
- Western Australian Bar Association
- Law Society of Western Australia
- Law Firms Australia

The Directors of the Law Council are selected by and representative of the Constituent Bodies. The Directors meet quarterly and set the objectives and priorities for the Law Council as well as determining its position on legal policy issues. Between Directors' meetings, policy and governance responsibility for the Law Council is exercised by an elected Executive, led by the President.

The Law Council is administered by full-time secretariat staff based in Canberra, under the direction of the Law Council's CEO.

Administrative Assistant, Business Law Section

Business Law Section Overview

The Business Law Section (**BLS**) was established in August 1980 by the Law Council of Australia with jurisdiction in all matters pertaining to business law. It is governed by a set of by-laws passed by its members and accepted by the Law Council Executive.

It provides a forum through which lawyers and others interested in law affecting business can discuss current issues, debate and contribute to the process of law reform in Australia, and enhance their professional skills.

Job Description

The Administrative Assistant, BLS, position reports directly to and works in close co-operation with the Section Administrator, BLS.

The primary role of the Administrative Assistant is to provide high-level administrative support to the Section Administrator in the delivery of all Section activities, particularly in regard to support of the Section's specialist committees and working groups.

Duties and Responsibilities

The Administrative Assistant will provide administrative support as follows:

- Coordination of committee meetings, including liaising with Committee Chairs, meeting scheduling, venue booking and distribution of papers and other correspondence
- Manage the process for invitations to new Committee membership, including receiving nominations, processing the request for membership through the BLS Executive and liaising with the relevant BLS Committee Chair and the prospective new Committee member
- Provide administrative support to the members of the Section, including answering general inquiries and assisting with membership renewals
- Support in maintaining and updating the Section membership database and distribution lists
- Reconcile monthly accounts including membership reconciliation, credit card statements and review, check, allocate and forward all invoices to the Section Administrator for approval
- Maintain administration of the BLS Admin inbox
- Assist the Section Administrator with the coordination of the Section's key workshops and events, and;
- Other duties as requested by the Administrator of the Section.

Selection Criteria

Essential

- Strong organisational skills with flexibility, initiative and the ability to work under pressure with limited supervision
- Ability to provide a high standard of administrative support with an emphasis on accuracy and attention to detail with well-developed writing skills.
- Excellent interpersonal and communication skills.
- Demonstrated high standard of competency in MS Office.
- Ability to work collaboratively in a team environment with the ability to multitask, manage conflicting priorities and meet deadlines whilst dealing with a wide range of people.

Desirable

- Experience working with data management systems
- Previous experience in a membership, events, or Legal background.

Attitude and Behaviours

As an employee of the Law Council of Australia, you will be expected to work as a team member, show appropriate behaviours and respect to all our employees and volunteers, and work with a spirit of co-operation, drive and energy.