



Australian Nursing and Midwifery Federation – ACT Branch

Position Available – Paralegal

Who we are

We are the ACT Branch of Australia's largest Union, representing more than 310,000 Nurses, Midwives and AIN/Ms across the nation.

What our values are

- **Strong, effective advocacy**
We actively promote the industrial, professional and social justice interests of our members.
- **Accountability**
We make the best use of our resources and are clear about our obligations.
- **Integrity**
We up-hold union values and model the behaviours we expect of others.
- **Respect**
We are fair and trustworthy in our dealings with others and with our own staff.

Who we are looking for

Ideally, you will be a diligent and friendly experienced paralegal or later-year law student (or both) who can readily understand, soundly analyse and communicate clearly, both verbally and in writing, on a variety of matters. You are self-aware and level-headed, and have an interest in assisting people who may have been treated unfairly.

What you will be working on

Under the supervision of ANMF Legal Counsel, you will:

- Undertake research in the following areas:
 - o Employment Law and Industrial Relations
 - o Workplace Discrimination and Human Rights
 - o Work Health and Safety
 - o Health and Healthcare Policy
- Draft legal documents and relevant correspondence to stakeholders
- Provide information to members to assist in resolving less complex individual matters
- Provide administrative and other support to ANMF Legal Counsel as required.

Your hours and salary

This role is a part-time role (3-4 days per week as agreed) that can provide appropriate flexibility to assist with university study commitments. The full-time equivalent annual salary range is **\$65,934 - \$68,188** plus **12.5%** superannuation (pro-rata).

What next

If you consider this role might be for you, please provide a short CV and 1-page 'pitch' outlining why you would be a good fit as an ANMF paralegal to: anmfact@anmfact.org.au by 9am, Wednesday 29 June 2022.