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1300 VIOLET (1300 846 538)
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Position Description

Personal Assistant and Legal Secretary

Position holder	Personal Assistant and Legal Secretary
Reports to	Director & Principal Solicitor
Salary	\$70,000 per year (pro rata) + superannuation + bonus
Award	Legal Services Award [MA000116] Level 3 Legal, clerical and administrative employee
Role	Permanent part time (19 hours per week - 2.5 days)
Probation	6 month period

Location and days

The position of Personal Assistant and Legal Secretary is 2.5 days per week. The position can be worked flexibly with the hours spread over 3, 4 or 5 days per week.

Office location preferred with some flexibility to work remotely. The office is located at The Hub Hyde Park in Liverpool Street, Darlinghurst.

About the role

The Personal Assistant and Legal Secretary provides efficient, professional and confidential support to the Director and Principal Solicitor and provides office support to other members of the Violet Co team.

The primary responsibilities are to provide high-level administration, legal and office support to allow the Director and Principal Solicitor to focus on the core responsibilities and direction of Violet Co.



MEMBER OF
THE LAW SOCIETY
OF NEW SOUTH WALES



Key Competencies

The role requires someone who is a natural organiser.

It is vital that the Personal Assistant and Legal Secretary is a team player who works cohesively and positively in a small team as well as autonomously and can work closely with a wide range of stakeholders, has excellent written and verbal communication skills and a high level of attention to detail. A collaborative approach and the ability to adapt to changing priorities will also ensure success in this role.

The role requires:

- Experience as a personal assistant, legal secretary or equivalent. Relevant qualifications highly regarded
- Sensitivity and kindness in dealing with clients who have experienced sexual assault, sexual harassment, racism and discrimination
- Passion for Violet Co's areas of work, principles and approach to creating change for women, gender diverse and First Nations peoples
- Excellent written and verbal English communication skills
- Efficient and high-level attention to detail
- Proven time management and organisation skills
- Ability to confidently build and maintain professional relationships internally and externally
- Advanced computer software skills for example: MS Office Suite, Google for Business, time keeping and project management software and/or Xero or confidence learning new software and system
- Able to multitask on projects/initiatives of various size and complexity
- Collaborative and proactive

	Key accountabilities
Personal Assistant	<ul style="list-style-type: none"> • Email, calendar, and contacts coordination • Meeting coordination, agenda preparation, file-notes and minutes • Assist with managing priorities and workflow • Travel arrangements

Violet Co Legal & Consulting

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	<ul style="list-style-type: none"> • Managing various stakeholders • Reconciling monthly expenses • Filing • Maintaining office supplies, staff amenities and other items for staff • Other ad-hoc duties that may be added to the position description or directed by other Violet Co team members
Legal Secretary	<ul style="list-style-type: none"> • Produce client invoices • Monthly billing • General legal file management tasks (preparing costs agreements; opening, closing & archiving matters etc) • Prepare file notes, legal correspondence and other basic legal documents • Manage legal diary and stay across critical deadlines

About Violet Co Legal & Consulting

- We are a certified Social Enterprise - this means that we have committed to **at least** 50% of our profits going back into Community. We channel our profits, and the focus of much of our billable work, into pro bono legal services and advocacy campaigns to improve our justice system.
- Our vision: An Australia where women, gender diverse and First Nations peoples have equality, non-discrimination, sovereignty and lives free of violence
- Our purpose: To create radical solutions and just outcomes for women, gender diverse and First Nations people
- Areas of impact focus: Everything comes back to women, gender diverse and First Nations peoples
- How we achieve our impact focus: Supporting businesses and organisations leading change
 - Strategic consulting projects
 - Governance and change
 - Workplace law & mediation

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The ethics of our business model

- Social Enterprise not a charity or a community legal centre
- Social Enterprise not a personal enterprise
- Consulting for change is the majority source of income and funds pro bono & social impact program
- Working style that is inclusive, flexible and trauma informed

The Violet Collective Team

We are made up of lawyers and consultants who can bring exceptional value and transformation to our clients.

Values and principles

Our principles are embodied in all of our work. They are;

- **Impact through relationships & collaboration** - we work with incredible people, great businesses, on impactful projects that will have a positive benefit on women, gender diverse and First Nations peoples.
- **Reciprocity** - working in true partnerships where things are shared and given resulting in mutual benefit and impact.
- **Self determination and autonomous lived experience solutions** - listening, respecting and learning from knowledge holders and those with lived experience is critical.
- **Kindness and trauma informed** - we work with kindness, we believe our clients and ensure that they guide their justice journey.
- **Constant learning** - we don't claim to know everything; we do the work with our clients and in doing so we educate ourselves to provide well-informed and respectful solutions.

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