



POSITION DESCRIPTION

Position	Assistant Legal Officer (Paralegal)
Key relationships	Manager Professional Services, Legal Officers, Professional Officers, WHS Officers, NSWNMA/ANMF NSW Branch members
Position No	140
ANZSCO code	
Salary range	Assistant Industrial Officer Level 1 - 5
Work Type	Full time in accordance with the New South Wales Nurses and Midwives' Association (NSWNMA) and Australian Nursing and Midwifery Federation New South Wales Branch (ANMF NSW Branch) Employment Enterprise Agreement
Direct Reports	N/A
Budget and Expenditure	N/A
Location	50 O'Dea Ave, Waterloo NSW 2017
Reports to	Manager, Professional Services
Team	Professional Services
Date created	13/02/2025
Last updated	7/3/2025

About the Association

The New South Wales Nurses and Midwives' Association (NSWNMA) is the registered union for all nurses and midwives in NSW. The Association represents the industrial interests of nurses and midwives employed in NSW in the public, private, aged care and primary healthcare sectors. Our role is to protect the interests of nurses, midwives and the nursing and midwifery professions.

At the Association, we are strongly committed to fostering a respectful and safe workplace culture that thrives on our values on collectivism, advocacy, innovation, integrity and courage.

About the team

The Professional Services team is a multidisciplinary team composed of Professional Officers, Legal Officers, and Work Health & Safety (WHS) Officers. The Legal team provides advice and representation to our members in a range of matters including; NCAT, HCCC, Coronial inquests and Aged Care Quality safety commission. The team assists members with AHPRA registration issues including mandatory and self reporting and also provides education to the broader membership regarding how to address this.

About the role

As an Assistant Legal Officer, the primary responsibility is to provide high quality legal and administrative support to the Legal Officers within the Professional Services Team in their daily tasks. This includes providing high-quality, professional, accurate, and timely services to members as directed by the Legal Officers and Manager. The role also includes its own case load, specifically regarding NMC matters, this includes assisting members in the preliminary stages of the process with oversight given by legal officers and the manager.

The role also involves the creation and maintenance of efficient systems and processes that support the Legal Officers' work, in collaboration with both the Legal Officers and Manager. Additionally, the Assistant Legal Officer ensures the smooth operation of the administrative functions within the Legal Services sector of the Professional Services Team.

Key Accountabilities:

1. Conduct interviews with members and take statements (instructions).
2. Perform administrative tasks such as obtaining details from members for files, obtaining photocopies of relevant documents, taking file notes and other administrative tasks as required
3. Allocate cases to Legal Officers and Paralegals under the direction and guidance of the Manager
4. Communicate in a timely manner with Legal Officers and members in relation to progress of matters.
5. Work towards representing members at the Nursing and Midwifery Council, under the direction of a Legal Officer
6. Regular updating of Legal lists for the team as well as ensuring accurate updated information for PII
7. Undertake legal research as instructed
8. Assist in preparation of documents especially in relation to presentation and format
9. Assist with drafting, preparation and review of legal documentation, such as statements of members
10. Assist with the correspondence of the Legal Officers in an efficient and timely manner
11. Maintain own knowledge and skills
12. Any other duties as requested by the Manager.

Qualifications, Knowledge / Experience, skills

Qualifications

- Administrative experience in a related field
- Currently studying a law related tertiary degree

Knowledge and Experience

- Demonstrated experience in an administrative or legal position
- Strong and demonstrable paralegal experience and knowledge
- An ability to achieve positive outcomes by using a proactive rather than a reactive approach to your own workload management
- Time management skills with the ability to prioritise and meet workload deadlines. Proven ability to record information accurately
- Proficient with Microsoft Office 365, specifically Outlook, Word and Excel Commitment to the trade union movement

Skills

- Strong problem-solving ability
- Highly developed interpersonal and communication skills
- Ability to work independently and part of a team
- Demonstrated ability to maintain confidentiality.