

## Legal Administrator

### Position Description

<b>Position title</b>	Legal Administrator
<b>Position reports to</b>	Legal Director
<b>Employment status</b>	Fixed term – Two years
<b>Hours</b>	Part-time (0.6) 22.8 hours
<b>Salary</b>	\$82,400 (pro rata)
<b>Award</b>	Social Community Home Care & Disability Services (SCHADS) Award, Level 3
<b>Location</b>	118A Carlisle St, St Kilda

### Role purpose

Be at the heart of Southside Justice. The Legal Administrator plays a critical role in connecting clients with support by leading intake and administration across all programs. As our first point of contact, you'll create a welcoming, client-centred experience that ensures every person who reaches out feels supported from day one.

### Ideal candidate

We're looking for a committed law student who has completed at least one year of their degree and has a minimum of one year remaining so you can build experience, develop in the role, and make a lasting impact.

*Please note: This role is not open to final-year students or graduates.*

### Key responsibilities

In this role, you will:

- Act as the first point of contact for clients and stakeholders via phone, email and in person, delivering a professional and welcoming experience
- Triage clients based on urgency and eligibility, including:
  - Identifying legal issues
  - Assessing priority client factors
  - Providing legal information and appropriate referrals
  - Managing client expectations with care and clarity
- Support effective referral pathways from partner organisations and other stakeholders
- Maintain accurate and timely data entry and records
- Manage reception functions, including phones, mail, shared inboxes and general enquiries

- Provide high-quality administrative and file management support to lawyers
- Contribute to monitoring, evaluation and learning processes across the organisation
- Undertake other duties as required to support the team and organisational priorities.

*This job description outlines the current duties and responsibilities of the position. These will be reviewed on a regular basis with the position holder and are subject to change according to the needs and priorities of Southside Justice.*

## **Key selection criteria**

In your application, please address the following:

- A demonstrated commitment to social justice
- Experience delivering high-quality client intake, customer service, or community-facing support
- Well-developed communication and interpersonal skills, including the ability to engage with diverse clients in a respectful and trauma-informed way
- Strong organisational skills, with the ability to manage competing priorities in a dynamic environment
- A proactive and collaborative approach to working within a team.

*Don't meet every requirement? At Southside Justice, we understand that your work and life experiences can be just as valuable. If you're excited about this role but your CV doesn't align perfectly with our job description, we encourage you to apply anyway. You may be just the right candidate for this role.*

## **Benefits & culture**

- 5 weeks paid annual leave (17.5% leave loading), plus bonus leave in between Christmas and New Year
- 3% above the SCHADS Award
- NFP salary packaging benefits (up to \$15,900 in tax-free pay every year) plus meal and entertainment benefits (up to \$2,650 tax-free pay per year)
- With 100% of our team strongly agreeing that Southside Justice is a great place to work we can provide a culture of a values driven, inclusive and positive workplace.

## **Diversity & inclusion**

Southside Justice is committed to building a diverse and inclusive workplace. We encourage applications from Aboriginal and Torres Strait Islander peoples, people identifying as LGBTQIA+, people from diverse cultural and linguistic backgrounds, and people with lived experience of disability.

## Other relevant information

- To be eligible to apply for this position you must have the right to work in Australia (i.e., be an Australian or New Zealand citizen, permanent resident or hold a valid work permit or visa).
- All appointments are subject to reference and pre-employment checks. A preferred candidate with an adverse employment history or criminal record will not necessarily be precluded from employment with Southside Justice and each application will be considered on its merits.

## To apply

To be considered for this role, please email a **current resume** and **your application**, which specifically addresses the key selection criteria, to [maie@southsidejustice.org.au](mailto:maie@southsidejustice.org.au)

Applications close on **9am on Wednesday 8 July 2026**. We are aiming to interview successful applicants between 13 – 17 July 2026.

If you would like to discuss this role in more detail, please contact Maie Gibney, Legal Director via email or 7037 3226.

We recognise that applicants may use AI tools to support their applications. However, we encourage you to ensure your application reflects your own voice, experience and personality. We're keen to understand what you bring to the role.