

## Administration Officer(s)

<b>Contract type</b>	Full time or Part-time, Permanent
<b>Salary range</b>	A2.2 – A3.4 \$51,032 - \$64,314 (dependent on experience) <i>plus superannuation</i>
<b>Location</b>	<b>Canberra</b>
<b>Submit applications to</b>	Dean Rutherford, Managing Solicitor E: <a href="mailto:dean.rutherford@alsnswact.org.au">dean.rutherford@alsnswact.org.au</a>
<b>Applications close</b>	<b>Extended to COB Monday 12 December 2022</b>
<b>Recruitment notes</b>	<p>The successful applicant will need to have a willingness and ability to travel to regional and metropolitan locations, conferences (local and interstate) and events. This may include overnight stays.</p> <p>All ALS employees are required to be fully vaccinated against COVID-19 due to workplace safety obligations.</p> <p><i>Due to the nature of our work many of our positions require employee's to obtain and maintain a satisfactory Working with Children Check (NSW), National Police Check and a Criminal History Police Check.</i></p> <p>The position offered to the employee will be subject to the Employee's acceptable Police Checks and the ability to obtain a Working with Children Check.</p>
<b>Employee benefits</b> <b>Salary packaging</b>	<p>At the time of advertising, the ALS is deemed to be a Public Benevolent Institution. As a result, the ALS currently offers the option of salary packaging a portion of an employee's salary.</p> <p>Salary packaging allows employees to elect an amount, up to the annual Australian Taxation Office limit (currently \$15,900 per FBT year), to be deducted from their before tax salary.</p> <p>Salary packaging benefit is dependent on the employee's personal circumstances, the ALS cannot provide financial advice.</p>
<b>Application sections and checklist</b>	<p>Please make sure you have completed all the requirements of the application.</p> <ol style="list-style-type: none"> <li>1. Completed ALS Application Form (<i>Page 2</i>)</li> <li>2. Statement of how you meet the selection criteria (<i>template page 3</i>)</li> <li>3. Your up-to-date Resume</li> <li>4. A copy of your current driver's license or other identification document/card</li> <li>5. A copy of your Working with Children's or Vulnerable Persons Check</li> <li>6. A copy of your Covid-19 Vaccination Certificate(s)</li> </ol> <p>Incomplete applications will not be accepted.</p>
<b>Position Description</b>	The Position Description can be found at the end of this document.



ALS

Aboriginal Legal Service (NSW/ACT) Limited



## ALS Employment Application Form

This form must be completed by all applicants.

By submitting this application, you are acknowledging that the information provided on this form and in the attached documents is true and correct.

<b>First name</b>	
<b>Last name</b>	
Preferred name	
<b>Phone number</b>	
<b>Email address</b>	
<b>Residential address</b> <i>(optional)</i>	
<b>Do you identify as an Aboriginal and/or Torres Strait Islander person?</b>	<b>Yes</b> Aboriginal <input type="checkbox"/> <b>No</b> <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Aboriginal & Torres Strait Islander <input type="checkbox"/>
<b>Have you attached a copy of your current drivers' licence or other identity document/card?</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
<i>Due to the nature of our work some of our positions require employee's to obtain and maintain a satisfactory Working with Vulnerable Persons Check, National Police Check and a Criminal Police Check.</i>	
<b>Do you consent to undertaking a Police Check?</b> <i>Please note that <b>not all items</b> which appear on a Police Check will prevent a person from obtaining employment.</i>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
<b>Do you consent to obtaining a Working with Vulnerable People Check (ACT)</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <i>If held: WWCE</i> <span style="float: right;"><i>Expiry date:</i></span>
<b>How did you hear about this position?</b> <i>For example: ALS Website, Facebook, ALS Employee, Ethical Jobs, Koori Mail, Community Notice Board etc</i>	

My skills and experience relevant to the key selection criteria (Page 6) –

<p>I identify as an Aboriginal person.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>My mob is:</p>
<p>I have knowledge of the cultural and social needs of Aboriginal people combined with continuing respect and support for Aboriginal cultural practices in dealing with all in the community.</p>	<p><i>(Describe some current social issues and how you respond to them)</i></p>
<p>Proven computer skills including Microsoft Word, Excel, Outlook; Typing skills.</p>	<p><i>(Describe your experience and skills with computers; what programs can you use? Beginner/Intermediate/Advanced?)</i></p>
<p>Confident phone manner and communication skills.</p>	<p><i>(Describe your communication skills and where/ how you use them)</i></p>
<p>Demonstrated organisational and time management skills and the ability to multi-task.</p>	<p><i>(Describe your organisation skills and where/ how you use them)</i></p>
<p>Ability to maintain a high level of confidentiality and work independently in a team environment with limited supervision.</p>	<p><i>(Describe how you maintain confidentiality; how do you work in a team/ share workload?)</i></p>
<p>Excellent problem-solving skills.</p>	<p><i>(Describe how you go about problem solving; give an example)</i></p>
<p>Past experience working in a legal or Aboriginal organisation</p>	<p><i>(reference any jobs of relevance)</i></p>

## POSITION DESCRIPTION

### ADMINISTRATION OFFICER

#### CRIMINAL LAW PRACTICE

*This is an Aboriginal/Torres Strait Islander identified position which is a genuine occupational qualification and is authorised under section 14(d) of the Anti-Discrimination Act 1977.*

#### PRIMARY OBJECTIVE

The primary responsibility of the Administration Officer is to provide confidential administrative support to assist in the delivery of high-quality legal services for Aboriginal clients.

The position holder may also manage, and/or assist in the management of, the reception area, operating the office phone system between the hours of 9.00 am to 5.00 pm.

#### REPORTING RELATIONSHIPS

Duties are performed under the guidance and direction of the Principal Solicitor, Criminal Law Practice.

The position reports directly to their respective Managing Solicitor or their delegate. The position will work collaboratively with colleagues to build a collaborative, productive and positive team, and office environment.

#### ORGANISATIONAL ENVIRONMENT

The Aboriginal Legal Service NSW/ACT Limited (**ALS**) is a public company limited by guarantee and a registered charity.

The ALS aims to provide culturally appropriate information and referral, legal advice and court representation to Aboriginal and Torres Strait Islander men, women and children in NSW and ACT.

The ALS is committed to achieving justice for Aboriginal people and the Aboriginal community. The ALS remains committed to being community focussed; being fearless in our advocacy; accountable and ethical and aiming to make a difference to create better futures; while also acknowledging and respecting Aboriginal traditional values and cultural practices.

#### KEY COMMUNICATIONS

**Internal:** The position holder will liaise closely with the Regional Administration Co-Ordinator and their Managing Solicitor. They will also interact, liaise with, and support other work colleagues.

**External:** The position holder will have contact with clients, legal professionals including: Solicitors, Court Staff, Corrective Services, Department of Communities and Justice Staff and other stakeholders.

## KEY RESPONSIBILITIES AND ACCOUNTABILITIES

Perform responsibilities to a high standard within agreed timelines and in line with ALS vision, mission and values. Key responsibilities include, but are not limited to:

- Assisting in the delivery of professional and culturally appropriate legal services to clients within the legal system, understanding the expectations of clients, their families and the broader Aboriginal community
- Maintaining confidentiality
- Ensuring systems and processes are in place to effectively balance the requirements of a busy and challenging workload
- Maintaining files in an orderly and professional manner, including the recording of all data for statistical purposes
  - Inputting, updating and maintaining statistical data using appropriate databases and systems including: opening, closing, and archiving files and other general data entry
  - Utilising systems and technology which have a significant impact on the legal practice: including adapting to new, and enhancing the use of current, systems and technology
- Acting as the first point of contact for clients, assisting with communication between solicitors, clients and external stakeholders
- Managing, or assisting with the management of, the reception area and operating the office phone system during office hours
- Providing word processing support for correspondence, subpoenas, affidavits, court reports and other documents (using Microsoft Office Suite)
- Providing general administrative support such as scanning, photocopying, document collation, recording and filing communications, filing and document services and other administrative duties as required
- Assisting clients with non-court matters and referrals
- Monitoring and reporting maintenance requirements of office equipment, and maintaining a well presented and professional office environment
- Working collaboratively as a team member with other employees, volunteers and others to effectively coordinate office and team support services
- Maintaining and enhancing professional competence, changes in ALS policies, systems, guidelines, practices and community needs
- Demonstrating continuing respect and support for Aboriginal cultural practices in servicing clients, their families, communities and staff. Continuing to learn about the customs and history of local Aboriginal and Torres Strait Islander communities
- Performing other reasonable duties as directed

## KNOWLEDGE, SKILLS AND EXPERIENCE

### *Essential Criteria*

To be successful in this position you will need to demonstrate:

- Identify and be recognised in community as an Aboriginal or Torres Strait Islander person
- Knowledge and appreciation of the cultural and social needs of Aboriginal communities combined with continuing respect and support for Aboriginal cultural practices when considering service delivery and other support for clients, their families, communities and staff

- Excellent computer skills, using Microsoft Office Suite, Video Conferencing software and other systems and programs
- Good typing skills
- Excellent communication skills, respectful phone manner and experience answering and transferring phone calls
- Demonstrated organisational and time management skills and the ability to multi-task
- Excellent problem-solving skills
- Ability to maintain a high level of confidentiality and work independently in a team environment with limited supervision
- A willingness and ability to travel to regional, metropolitan and interstate locations for work purposes

***Desirable Criteria***

- Previous experience working in an Aboriginal and/or Torres Strait Islander community-based organisation
- Previous experience working in a legal practice