

## Position Description

---

### Legal Secretary, Strategic Litigation

#### Supervisor: Principal Solicitor

This position is a permanent, part time position, 3 days per week, ideally Tuesday, Wednesday and Thursday

#### 1. The Public Interest Advocacy Centre

The Public Interest Advocacy Centre (PIAC) is a leading social justice law and policy centre. We build a fairer, stronger society by helping to change laws, policies and practices that cause injustice and inequality.

Our work combines:

- Legal advice and representation, specialising in test cases and strategic casework;
- Research, analysis and policy development; and
- Advocacy for systems change and public interest outcomes.

We actively seek to collaborate and partner in our work to maximise its impact. Our priorities include reducing homelessness; First Nations justice; climate change and social justice; equality and non-discrimination; asylum seeker health rights; and the fair use of police powers.

#### 2. Position overview

Reporting to the Principal Solicitor, the Legal Secretary provides administrative and practice management support to PIAC'S Strategic Litigation team (Legal Team). Two part-time Legal Secretary positions provide support to the Legal Team.

The Legal Team undertakes strategic litigation and policy work in the public interest, and works across various courts and tribunals, predominantly in NSW but also Australia wide. The Legal Secretary exercises initiative and judgment in planning and prioritising their day-to-day workload, especially in relation to the administration of PIAC legal files. The Legal Secretary is guided in their work by relevant policies and procedures such as the Legal Practice Manual.

The Legal Secretary works closely with the Principal Solicitor, Legal Team and the other Legal Secretary, on a daily basis. The Legal Secretary also works closely with other PIAC staff involved in administration and operations, including the Deputy CEO, to support the effective operation of PIAC as a whole.

#### 3. Major Accountabilities

##### Records management

- Record and manage client and matter information on PIAC's client database, Actionstep, to ensure records are accurate and up to date, including

- Opening and closing files;
- Updating records and assisting with legal inquiries;
- Assisting with time recording; and
- Generating statistical and other reports.
- Update the electronic litigation diary to record critical dates.
- Manage requests for access to hard copy files or documents held in external storage.
- Collate and enter Community Legal Service information into CLC program database to meet service agreement compliance requirements.

#### **Litigation and casework support**

- Draft and edit correspondence, court documents and other matter-related documents including in relation to costs and Legal Aid grants online.
- Copy, print and collate documents.
- Liaise with clients, barristers, solicitors, experts and services such as interpreting/ translating services as required.

#### **Other administrative support**

- Undertake finance tasks – coding invoices for authorisation, uploading invoices/receipts for payment.
- Create and amend document templates to ensure consistency across the Legal Team.
- Provide other general administrative assistance, including client reception, to contribute to the functioning of the organisation, especially at busy times and periods of staff leave/absence.
- Maintain a good knowledge of PIAC programs, processes and issues in order to be able to handle enquiries effectively, given the range of activities undertaken by PIAC.
- Provide administrative and practice management support to the Homeless Persons' Legal Service from time to time.

#### **Team support**

- Support Legal Team staff inductions, including setting up induction sessions, emailing the induction timetable and any other Legal Team documents to the new starter.
- Train new staff and volunteers in using Actionstep and other legal administrative systems.
- Support the successful implementation of PIAC's Reconciliation Action Plan.
- Other duties as reasonably required.

## **4. Knowledge, Skills and Experience**

### **Essential**

- Secretarial experience (minimum 2-3 years) in a legal office or professional services environment;
- Fast, accurate word processing skills;
- Experience in providing a broad range of administrative and related clerical services;
- Strong organisational skills, the capacity to successfully manage competing priorities, maintain attention to detail and meet deadlines;

- Demonstrated skills in dealing confidently, professionally and courteously with clients, staff and professionals at all levels;
- Capacity to maintain a high degree of discretion and exercise sound judgement in dealing with sensitive and confidential matters;
- Ability to draft plain language correspondence;
- Ability to respond to the changing needs of electronic document management, including the ability to develop skills in the use of Actionstep and SharePoint.
- Advanced skills in Microsoft Office applications and database software; and
- Capacity to work independently with minimal direction and collaboratively in a team environment.

### **Desirable**

- Demonstrated experience working with clients from a diverse range of backgrounds, including Aboriginal and Torres Strait Islander people, people with a disability, young people and people from culturally and linguistically diverse backgrounds.

## **5. Conditions**

This position is offered on a part time, permanent basis. Most PIAC staff are currently working remotely due to COVID-19. Generally, however, the position is based in Sydney and will require office attendance, ideally Tuesday, Wednesday and Thursday.

Salary range: \$68,060 - \$ 72,971 (pro rata) commensurate with experience, plus leave loading and superannuation.

PIAC is a Public Benevolent Institution and is currently able to offer salary packaging subject to PIAC's Salary Sacrifice Policy.

## **6. Applications**

Your application should be no longer than 6 pages in total. An application should comprise a cover letter, resume, and a statement outlining your suitability for the role with reference to the selection criteria (see 'knowledge, skills and experience').

Applications should be sent by email to [jobs@piac.asn.au](mailto:jobs@piac.asn.au)

Inquiries about the position should be addressed to:

Camilla Pandolfini  
Principal Solicitor  
[cpandolfini@piac.asn.au](mailto:cpandolfini@piac.asn.au)