

POSITION DESCRIPTION

Designation:	Director's Assistant
Duration:	Contract to 30 June 2019
Classification:	Community Services Worker Level 3
Hours of Work:	4 days per week
Reporting to:	Director
Date of Review:	July 2019

Caxton Legal Centre opens the doors of justice by unlocking the law.

Caxton Legal Centre aims to:

- *Build a just and inclusive society in which diversity, civic responsibility and human rights are valued and promoted;*
- *Advocate for the development of the law;*
- *Assist and empower people who would otherwise be denied access to justice; and*
- *Educate the community about legal issues.*

Purpose of Position:

The role of the Director's Assistant is to provide executive and paralegal support, administration and research assistance to the Director. The Director's Assistant is expected to be highly organised, self-motivated and resourceful and possess a strong attention to detail.

Essential Skills, Abilities & Qualities:

- Excellent verbal and written communication skills;
- High level of computer literacy and competency in legal research databases;
- Ability to deal with sensitive matters with discretion (confidentially and tactfully where appropriate);
- Patience, flexibility and ability to remain calm in pressured environments, and
- Ability to prioritise and organise workflow independently.

Duties

- Provide executive support to the Director;
- Handle day-to-day activities of the Director, including meetings, phone calls, e-mails, appointments etc
- Conduct research for case work, law reform and community legal education projects;
- Prepare and draft legal documentation such as correspondence and court documents;
- Liaise with staff, clients, lawyers, the Courts, and other external stakeholders;

Other Duties

- Attend regular staff meetings if required;
- Participate in strategic planning and team building activities undertaken by the Centre;
- Undertake other duties as directed from time to time by the Director.

SELECTION CRITERIA

Director's Assistant

Essential

1. Effective communication skills, including the ability to effectively communicate requests and instructions to individuals and groups
2. Commitment to, and enthusiasm for, client service and delivery
3. Flexibility and adaptability to manage changing work requirements and varying volumes of work
4. Ability to work co-operatively and effectively within the team and the organisation
5. Ability to manage multiple tasks simultaneously, solve problems, manage and meet deadlines and maintain a high quality of work
6. Possess a personal presentation that reflects a professional image and the values of the organisation
7. High level of research and written communication skills.
8. Commitment to maintaining high standards of professionalism including confidentiality.

Desirable

1. Enrolment in Bachelor of Laws or relevant degree highly valued but not essential for this role.