

Legal Administrator Vacancy with Northside Connect

Position: Legal Administrator

Salary: Social, Community, Home Care and Disability Services Industry Award 2010, Level 4

Hours of Duty: 30 hours per week, permanent part time

Report Lines: Reports directly to the Coordinator on all matters, except those specifically related to the Legal Service, where reporting will be to the Principal Solicitor.

We are seeking an experienced Administrator to oversee and coordinate the Community Legal Service (BNCLS) within Northside Connect (NCI), a multi-disciplinary community centre on the north side of Brisbane.

An integral part of the Legal service, this roles' primary purpose is to provide administrative support to NCI's day time Solicitors and coordinates the Wednesday Evening Legal Service (WELS). The successful applicant will ideally possess experience working with volunteers and the ability to effectively communicate and professionally manage legal engagements for people from a wide range of diverse backgrounds, often with complex needs.

- Administration duties:
 - Accurately maintain both hard copy and electronic records/files and systems as per Policies and Procedures, the Australian Solicitors Conduct Rules (ASCR) and the Risk Management Guide (RMG).
 - Provide back up support / second point of contact for day time reception and intake for the Legal Service including triage assessment of legal assistance requests.
 - Assist the Solicitors and Coordinator with the ongoing National Accreditation Scheme requirements.
- Community Legal Education (CLE):
 - Assist the day time Solicitors and Coordinator to identify client requirements and the development of resources for key target groups, including women who have experienced domestics and/or family violence and people who are financially disadvantaged.
- Volunteer Management:
 - Respond promptly to all volunteer Solicitor and Student enquiries for the Legal Service, assist with inductions and orientations, assist in dispute/issue resolution and ensure the volunteers are adequately supported.
- Wednesday Evening Legal Service (WELS):



- Oversee and ensure the smooth running of the WELS, including but not limited to, management of weekly opening arrangements, supporting and providing direction to Student volunteers and response to any issues that may arise during the service.
- Holistic details and selection criteria available in the Position Description.

About Us

Northside Connect Inc (NCI) consists of a multidisciplinary team working collaboratively to deliver the following programs:

- Nundah Neighbourhood Centre (NNC)
- Brisbane North Community Legal Service (BNCLS)
- Domestic Violence and Family Support Program Family Support Program (DV&FS) NCI programs are funded through recurrent funding from the Department of Communities, Child Safety and Disability Services and Federal Attorney-General's and Queensland Justice and Attorney General's Departments, with supplementary funding from project and one-off funding grants, sponsorship, fundraising and donations. You will be working in a small, multi-disciplinary team who are passionate about supporting the community through delivery of high quality professional services.

Join us and make a difference to your local community. We encourage and welcome people who identify as Aboriginal and Torres Strait Islander, people from culturally diverse backgrounds and capabilities to apply for this position.

How to Apply:

Please forward via email:

1. A covering letter of no more than 2 pages total that outlines your qualifications and experience relevant to the position and the duties outlined in the Position Description.
2. A current resume that includes
 - A summary of your employment/volunteer/student placement history
 - Details of your educational and other qualifications
 - The names and contact details of two recent referees who can provide comment on your work performance in relation to the selection criteria

Please forward by email your completed application to:

Sharon Gingell at coordinator@northsideconnect.org.au

Applications for this position close 9am Monday 31st January 2022. All applications must be received by this date to be considered.

Further Information

If you require further information or clarification regarding the advertised position or the selection process, please contact Sharon Gingell on 3260 6820 or coordinator@northsideconnect.org.au during opening hours. We look forward to receiving your application.