



POSITION DESCRIPTION

Position Title	LEGAL ASSISTANT	Position No.	50054862
Team	[Finance]	Classification	[Administrative/Professional]
Department	Legal	Schedule Roster Cycle	[Schedule A] [Non-Rostered]
Location	Ultimo	Band / Level	[Band 4]
Reports to	COMPANY SECRETARY 50052077	HR Endorsement	6/05/2019
Purpose			

As a member of the Legal administrative team, provide administrative support to the Company Secretary and Corporate Governance team.

Key Accountabilities

- Supporting the Company Secretary in all aspects of the coordination and execution of the company secretarial and corporate governance functions.
- Actively supporting the effective administration of the ABC Board and ABC Advisory Council including booking meeting venues and travel, collating and distributing papers, coordinating meeting attendees and presentations, maintaining records and registers, and managing payments and reconciliation of expenses.
- Maintaining strict document management protocols and protecting the confidentiality of Board and Committee papers, activities and information.
- Provide administrative support to the Freedom of Information Coordinator, including in connection with the preparation, publication and distribution of the ABC's Annual Report.
- Act as a point of contact for the Corporate Governance team and actively support team members in their daily activities including diary management, travel and event bookings, expense and credit card reconciliations.
- Liaising with internal and external stakeholders of high seniority.
- Working with a team of Legal Assistants to provide administrative support as required.
- Foster and maintain good working relationships within the Legal team and broader ABC.
- Actively promote the ABC values and apply all relevant workplace policies and guidelines.
- Cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care for your own safety and that of other people who may be affected by your conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Team Directors, and other Officers.

Key Capabilities/Qualifications/Experience

1. Experience in an administrative support or office management role.
2. Proven ability to exercise discretion and maintain confidentiality of information.
3. Good interpersonal and communication skills, including the ability and willingness to work with internal and external stakeholders.
4. Ability to undertake basic research tasks and to prepare simple correspondence that is clear and focussed.





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5. Ability to work as part of a team as well as autonomously and be capable of prioritising and managing workflow.
6. Proven capacity to demonstrate initiative and sound judgement.
7. Demonstrated proficiency with a broad range of computer based technologies and PC applications.
8. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
9. **ABC Policies:** Understanding of the relevance and scope of ABC policies and the ABC Principles and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Principles.
10. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.