POSITION DESCRIPTION

Administrative Assistant

Position Summary

The Administrative Assistant will provide proactive, practical and efficient administrative legal support to the Legal & Compliance team.

The position will be required to work in close collaboration on a day-to-day basis with the Legal Operations Manager and the Legal Operations & Projects Officer. The position will predominantly provide administrative support to the Head of People & Privacy Law and the People & Privacy Law team but will also have working relationships with the broader UNSW Legal & Compliance team. Other key stakeholders that the Administrative Assistant will be required to liaise with include the office of the Deputy Vice-Chancellor Transformation, Planning & Assurance, the offices of the other Deputy Vice-Chancellors and Vice President – Operations, Chief Human Resources Officer, other members of the University Executive and the wider University community.

The Administrative Assistant reports to the Legal Operations Manager and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Provide high level administrative support to the People & Privacy Law team, and the broader Legal & Compliance team as required, including:
  - Working with the People & Privacy Law team and providing general assistance with UNSW’s responses to subpoenas and other notices to produce;
  - Matter management support – such as opening matters, closing matters and email filing;
• Documentation support – such as setting up folder structures, version control, utilising standard templates to assist in preparing drafts in track changes and the completion of template agreements for review by lawyers; and

• Administrative support for litigation and investigations – such as photocopying, indexing and utilising standard templates to assist in the preparation of Counsel briefs.

- Maintain detailed filing systems, spreadsheets, databases, and other administrative systems and conduct training to ensure consistency of approach by all members of the Legal & Compliance team.

- Respond to a range of in-person, telephone and email enquiries from internal and external stakeholders (including actively monitoring the People Law mailbox and other shared mailboxes to ensure prompt response to requests for assistance) and initiate matters in the matter management system, directly action or escalate as necessary.

- Support the Head of People & Privacy Law with arranging meetings requiring senior University stakeholders and draft agendas, minutes, correspondence and briefing notes for specific committees and meetings as required.

- Undertake financial administrative tasks for Legal & Compliance, such as payment of invoices (or arranging payment of invoices where another business unit is responsible for payment).

- Follow instructions and utilise standard templates to prepare high quality documents using the Microsoft suite of products, including drafting correspondence, editing and reformatting documents (including letters, reports, emails, invitations, etc.), improving the visual appeal of documents through the use of infographics.

- Develop and maintain a collaborative and highly effective working relationship with Legal & Compliance and other colleagues, including acting as a positive ambassador for the Legal & Compliance team.

- Perform other relevant administrative and operational duties as directed from time to time.

- Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct

- Cooperate with all health & safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the psychosocial or physical health and safety of yourself or others.

**Skills and Experience**

- Relevant qualification with subsequent relevant experience or equivalent level of knowledge gained through any combination of education, training and/or experience. Administrative experience in a legal secretarial or paralegal role and familiarity with legal processes and procedures is desirable.

- Strong written and verbal communication, client service and interpersonal skills to enable professional interaction with a range of people, including internal clients and representatives from other organisations.

- Demonstrated personal integrity and professional commitment to, and the ability to deal with highly confidential matters with discretion.

- Well-developed time management and organisational skills, and the ability to work well under pressure and effectively prioritise multiple tasks with competing deadlines.

- Proven ability to work effectively autonomously and as part of a team.
• High proficiency of computer literacy, working with a range of computer systems and applications, including Microsoft Office 365 suite including Teams, OneDrive, Excel, Word, PowerPoint, OneNote, SharePoint and Outlook.

• Willingness to learn and adopt new technologies, such as workflow and automation systems, contract management systems, document management systems and matter management systems.

• Demonstrated experience and ability in drafting correspondence, legal documents, presentations and similar materials.

• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.

• Knowledge of health & safety (psychosocial and physical) responsibilities and commitment to attending relevant health and safety training.

About this document
This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.