



Paralegal

Department/Unit	Office of the General Counsel
Faculty/Division	Chief Operating Officer and Senior Vice-President
Classification	HEW Level 7
Work location	Notting Hill
Date document created or updated	January 2018

Organisational context

There's a certain feeling you get from working at Monash University. It's the feeling that you're a part of something special. Something significant. So if you're looking for the next chapter in your career, it's here. You'll be given the opportunity to challenge yourself, build on your skills, and make a significant contribution to a workplace that's filled with energetic and inspiring people. Talent thrives here - and so do truly satisfying careers. Discover more at www.monash.edu

The Chief Operating Officer and Senior Vice-President is responsible for the Monash University Administration portfolio, which includes the majority of the University's internal and infrastructure support services.

The Office of the General Counsel is the central office within the University to deal with legal issues. The office provides comprehensive legal advice and services to management and staff on University related matters, and coordinates access to external legal services. The Office of the General Counsel does not provide legal advice to students nor does it advise staff on personal matters, including personal consultancies undertaken in accordance with Monash policy.

Position purpose

The Paralegal supports the work of the lawyers in the Office of the General Counsel by providing a range of paralegal services including the preparation, review and execution of documents, retrieving information and undertaking research.

Reporting line: The position reports to the General Counsel and receives supervision from the lawyers of the office

Supervisory responsibilities: Not applicable

Financial delegation and/or budget responsibilities: Not applicable

Key responsibilities

1. Deliver high quality paralegal services including: drafting documentation, contracts and agreements, reviewing legal documents for accuracy and completeness, managing the approval requirements of legal documents according to University statutes and delegations.
2. Provide accurate and timely advice and guidance to clients including identifying needs and objectives and determining the processes, tasks and resources required to achieve the desired outcomes
3. Undertake research, analyse results, investigate options and provide recommended solutions to administrative issues
4. Accurately interpret and implement actions according to University Statutes, regulations, policies and procedures
5. Prepare written communications using clear, concise and grammatically correct language
6. Build and sustain relationships with an extensive network of internal and external stakeholders to ensure efficiency of operations and service delivery

Key selection criteria

Education/Qualifications

1. The appointee will have:
 - a degree in law with extensive relevant experience; or
 - extensive paralegal experience; or
 - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Demonstrated experience in providing successful paralegal services including ability to undertake work in a manner consistent with the ethical and legal obligations of a legal office
3. Highly developed planning and organisational skills, with experience prioritising a significant file load, managing time under pressure and maintaining excellent attention to detail and accuracy
4. Demonstrated relationship management and consulting skills, including the ability to interact with, negotiate with and gain co-operation from, internal and external stakeholders
5. Excellent research and problem solving skills, including the ability to identify solutions to challenging issues
6. Well-developed interpersonal and communication skills with the ability to provide expert advice and effectively prepare and present complex information and maintain discretion
7. Advanced computer literacy, particularly with current business management software packages and their various applications

Other job-related information

- Travel to other campuses of the University is required
- Overtime and out of hours work may be required
- There may be peak periods of work during which the taking of leave may be restricted

Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational

Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.