

Position Description

Administration Officer – Clinical Legal Education (CLE)

Position No:	New
College:	College of Arts, Social Sciences and Commerce (ASSC)
Department:	Law School
Campus/Location:	Melbourne (Bundoora)
Classification:	Higher Education Officer Level 5 (HEO5)
Employment Type:	Continuing, Full-Time
Position Supervisor:	Administration Coordinator, Law School
Number:	50002390
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

For enquiries only contact:

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Position Context

The College of Arts, Social Sciences and Commerce comprises 4 Schools and 11 Departments across La Trobe's multi-campus operations. The College offers a range of general and specialist undergraduate and postgraduate courses that are rigorous and attuned to meeting the needs of students in ensuring their readiness to work in changing environments. Our courses are appropriately linked to emerging trends and critical global issues. The College research achievements have an outstanding reputation for their innovation and contribution to society and are at the forefront of building strong relationships with industry partners.

Reporting to the Administration Coordinator this position will have the responsibility for supporting the Law School's Clinical Legal Education (CLE) activities, which are key strategic projects for the La Trobe Law School.

Duties at this level may include:

- Act as the main point of contact for Law/Criminology students, staff and work integrated learning agencies, dealing with enquiries, providing support and guidance.
- Implement and maintain support systems for Clinical Legal Education (CLE) program for the La Trobe Law School (LLS) at the direction of the Director of Clinical Legal Education (CLE) and with the advice of the La Trobe Law Clinic team.
- Apply relevant and applicable policies and procedures to ensure the provision of effective and efficient administration of placements and Clinical Legal Education partnership agreements for the Law School.
- In accordance with set procedures evaluate, process and track Clinical Legal Education placement requests, rostering students and liaising with various stakeholders.
- Access and maintain relevant University databases and systems, including contributing to and maintaining a student placement and employer database (InPlace).
- Provide a range of administrative support services such as drafting routine correspondence, taking minutes and action items, organising meetings and following up on relevant action items.
- Update existing Law School Clinical Legal Education program materials.
- Liaise with stakeholder within the Marketing Division to promote and publicise the work of the Clinical Legal Education Clinic.
- Perform additional duties (commensurate with level) as directed by the Director of Clinical Legal Education or Administration Coordinator

Key Selection Criteria

- Completion of a degree without subsequent relevant work experience; or an equivalent combination of relevant experience and/or education/training.
- Excellent written and oral communication and interpersonal skills, including the ability to communicate with a variety of stakeholders at different levels.
- Develop and maintain excellent working relationships with colleagues, internal stakeholders and external providers.
- Demonstrated capacity to work independently and organise work effectively and efficiently.
- Demonstrated ability to work in a team environment and contribute pro-actively to an effective team.

- Demonstrated ability to deliver high quality customer services, prioritise customer requirements and an ability to liaise with a diverse customer base.
- High level of proficiency in computer software packages including word processing, spreadsheets, databases, electronic mail and the internet, and the ability to maintain a high level of accuracy in administrative functions including data entry and document proofing.
- Experience of planning and progressing work activities within general guidelines, using initiative and judgement.

Desirable

- Knowledge of University systems such as InPlace, SISone and LMS.
- Operational knowledge of the work and activities relevant to delivery of Work Integrated Learning programs.

Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- We are **Connected**: We connect to the world outside — the students and communities we serve, both locally and globally.
- We are **Innovative**: We tackle the big issues of our time to transform the lives of our students and society.
- We are **Accountable**: We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- We **Care**: We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

For Human Resource Use Only

Initials: Date: