



## POSITION DESCRIPTION

Position Title	LEGAL ASSISTANT	Position No.	50054867
Team	[Finance & Strategy]	Classification	[Administrative/Professional]
Department	Legal	Schedule Roster Cycle	[Schedule A] [Non-Rostered]
Location	Ultimo	Band / Level	[Band 4]
Reports to	Head of Acquisitions & Productions 50012256	HR Endorsement	15/08/2019
Purpose			

Contribute to the effective operations of Legal Services through the provision of efficient administrative assistance

### Key Accountabilities

- Provide all necessary administrative support to the Acquisitions & Production Team & broader Legal Team as required including diary management, invoices, personnel matters, payment requests and cab charges, booking and coordinating meetings, and acting as a point of contact for the Team.
- Assist in the development of, and keep updated, a suite of standard form basic agreements (e.g. confidentiality agreements, MOU, Independent Contractor agreement, etc)
- Assist with developing and rolling out training across the ABC on use of Contract Express and provide support to users
- Maintain a repository of all contracts created and entered into using Contract Express and consider interface with Progenitor
- Assist with the development and roll out of training across the ABC on use of Docu-sign and provide support to users
- Work collaboratively both within the Acquisitions & Production Team and more broadly, across the Legal Team
- Maintain regular and effective communication with all stakeholders
- 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 a legal environment preferred
2. Demonstrated expertise in records and office management with the proven ability to maintain and update records, databases, filing systems, and to administer and reconcile invoices, travel, payments requests and cabcharges.
3. High-level communication and presentation skills both written and verbal: ability to liaise with people at all levels and to foster internal and external client relationships.
4. Demonstrated ability to prioritise and manage workflow and output while maintaining close attention to detail and timely completion of work.
5. Demonstrated ability to undertake research as required and draft correspondence and reports clearly and accurately
6. Demonstrated ability to apply initiative and work effectively with routine direction in a team environment.



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7. Proven ability to exercise discretion and maintain confidentiality of information
8. Proficiency in the use of a range of applications including Microsoft products and relevant systems.
9. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
10. **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.
11. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.