



## Position Description

<b>Position Title:</b>	Paralegal (Knowledge Management)
<b>Position Classification:</b>	Level 5
<b>Position Number:</b>	317405
<b>Faculty/Office:</b>	Strategy, Planning and Performance
<b>School/Division:</b>	Risk and Legal
<b>Supervisor Title:</b>	Office Coordinator
<b>Supervisor Position Number:</b>	314677

### Your work area

The Risk and Legal Team is responsible for the provision of a structured and coordinated approach to the provision of audit, risk, insurance, freedom of information and legal services to protect the University brand, reputation and financial interests.

### Reporting Structure

Reports to: Office Coordinator

### Your role

As the appointee you will be working closely with the Office Coordinator to provide high level paralegal support to the Risk & Legal team and take a responsible role in the development and maintenance of knowledge management tools, inter-organisational communications and training.

### Your key responsibilities

Plan, coordinate and maintain knowledge management tools such as template agreements, instructions forms and digital repositories

Provide and maintain team intra-organisation communications, including webpage updates and other news and information streams

Create and maintain quality training tools and presentations to assist the work of Legal Officer and Manager

Support the processing of Freedom of Information Act applications, subpoenas, warrants and similar legal requests for access to information

Respond appropriately to complex and detailed enquiries using judgement and initiative including instruction and feedback on the above tools and materials

Provide paralegal support to the Risk & Legal team including researching and gathering relevant information, and assisting with formatting and populating of detail in legal documents

Provide support to the Office Coordinator's role as required

Other duties as directed

### Your specific work capabilities (selection criteria)

Relevant tertiary qualifications or equivalent competency

Substantial relevant administrative experience in a Legal practice setting

Highly developed problem solving and time management skills

Proven ability to record information accurately by keeping up to date records and files

Ability to maintain positive professional relationships and has clear understanding of confidentiality

Highly developed interpersonal, verbal and written communication skills

Highly developed organisational skills and demonstrated ability to meet deadlines

Ability to work independently, show initiative and work productively as part of a team

Demonstrated knowledge and high-level skills in records management systems, Excel, Word processing, PowerPoint, internet and email

Familiarity with Freedom of Information and Privacy Acts and procedures is desirable

### **Special Requirements (selection criteria)**

There are no special requirements

### **Compliance**

#### **Workplace Health & Safety**

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements.

Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

#### **Inclusion & Diversity**

All staff members are required to comply with the University's Code of Ethics, Code of Conduct and Inclusion and Diversity principles. Details of the University policies on these can be accessed at <http://www.hr.uwa.edu.au/policies/policies/conduct/code>, <http://www.web.uwa.edu.au/inclusion-diversity>.