

Position description

Administrative Officer - Legal

Position data

Position no.	E10923	Date	
Work level	AHPRA level 2	Review date	To be confirmed
Reports to (role)	Practice Manager	Location	Sydney Office
Number of direct reports	nil	Department/business unit	Legal Services
Positions reporting to this role	nil	Number of indirect reports	nil
Operating budget	nil	Status	Fixed Term, full-time

Position purpose

The purpose of the role is to contribute to the day to day operations of the National Legal Practice through the delivery of superior, accurate and efficient administrative services.

Key result areas

Accountabilities	Key Activities
Administrative support	<ul style="list-style-type: none"> • Provide effective and high quality support on all administrative functions in a timely manner • Coordinate arrangements for team meetings, including room bookings, room set-up, sending invitations and liaising with attendees • Provide support with diary management, including team calendars • Communicate with internal and external stakeholders, including maintaining an accurate record of the progress of enquiries to a high standard • Identify actions and follow-up required by the legal team from board and other meetings, liaise with team members to ensure follow-

	<ul style="list-style-type: none"> up is actioned in a timely manner and provide necessary administrative support Other duties, as required from time to time by the Practice Manager
File Management	<ul style="list-style-type: none"> Deliver timely and accurate filing with a high attention to detail, in both hard copy and electronic filing systems Open, close and archive hard copy and electronic files Photocopy and collate investigation briefs and books of documents, Board papers, tribunal and court documents and briefs to external lawyers
Correspondences	<ul style="list-style-type: none"> Manage incoming and outgoing hardcopy and electronic mail Generate correspondence from templates and prepare basic correspondence Print and send correspondence and documentation
Data Entry	<ul style="list-style-type: none"> Provide timely and accurate data entry in to AHPRA's client data base (PIVOTAL) and AHPRA's record management data base (TRIM) Source and retrieve information from PIVOTAL and TRIM for reporting purposes in a timely and accurate manner
Financial	<ul style="list-style-type: none"> Prepare purchase orders and reconciliation of invoices and follow up outstanding invoices and purchase orders Liaise with finance team and external providers to manage the purchasing and payment process in an accurate and timely manner
Mandatory Accountabilities	
Our way of working	<p>Incorporate the AHPRA Way of Working into daily work practices.</p> <p>Comply with the AHPRA Code of Conduct and all other AHPRA policies and procedures.</p> <p>Adhere to and apply the information contained in any AHPRA mandatory or job related training.</p>
Workplace Health & Safety Management	<p>Adhere to AHPRA's workplace health and safety policies and procedures.</p> <p>Take reasonable care for own and others health and safety.</p> <p>Identify and report any health and safety problem, hazard/risk or defect which may give rise to danger.</p> <p>Report any health and safety incident immediately and implement measures to rectify cause.</p> <p>Ensure you complete all mandatory or additional workplace health and safety training as required by AHPRA.</p> <p>Follow any reasonable instruction by management in relation to workplace health and safety.</p>
Customer Service	<p>Aim to deliver a professional, proactive, accurate, efficient, confidential and customer focused service to a wide range of internal and external stakeholders.</p>
Self Development	<p>Participate in periodic performance appraisals.</p> <p>Complete agreed activities in performance improvement plans or development plans.</p>

Key requirements

Key stakeholders	Qualifications / experience	Personal attributes
Internal Members of the Legal Support Service Members of the National Legal Team National Manager, Legal Services National Director, Legal Services State and Territory Managers AHPRA Regulatory Operations staff External Heath practitioners External law firms Panel members Board members	Required Strong technical skills, including advanced Microsoft Office suite. Desirable Certificate IV/Diploma of Business Administration, Certificate IV/Diploma of Legal Services (or equivalent). Experience in a legal, government or regulatory environment. Experience using a customer relationship management (CRM) database. Experience using TRIM.	<ul style="list-style-type: none"> • The ability to work in a complex and highly demanding, administrative environment with maturity • Effective and efficient time management skills with the ability to prioritise and manage multiple tasks and deliver against competing and tight deadlines with a high attention to detail and accuracy • A strong team player who is able to work flexibly and autonomously and deal with change in a positive way • Demonstrated initiative and an ability to anticipate organisational needs and respond appropriately • Demonstrated ability to complete tasks by using resources effectively and efficiently • Strong interpersonal, oral and written communication skills, including an ability to liaise with various senior stakeholders and the general public.

Approval

National Executive	Employee
Name:	Name:
Signature:	Signature:
Date:	Date: