



Job Description

POSITION TITLE: Paralegal

RESPONSIBLE TO: Senior solicitor

BACKGROUND & ROLE WITHIN THE ORGANISATION

Arts Law is Australia's independent national community legal centre for the arts. Our mission is to empower artists through the law. We provide free or low cost specialised legal advice, education and resources to Australian artists and arts organisations across all art forms, on a wide range of arts related legal and business matters.

The Paralegal takes client instructions, briefs in house and external lawyers and has a key role in managing the Arts Law Centre of Australia's legal services.

This is a full-time position (35 hours/5 day week). Generally, a working day at Arts Law is 9am-5pm with a one-hour break for lunch. The salary range commences at \$ 47,903 - \$58,547 per annum depending upon qualifications and experience. Leave loading and the Superannuation Contribution (SGC) is paid in addition to the salary. Salary packaging is available.

The primary role is to manage the timely delivery of legal advice to our clients, including liaising with both in-house and external lawyers. This is a frontline position dealing with clients and other stakeholders both on the phone and via email.

STATEMENT OF DUTIES

1. Legal, Administration and Organisation Responsibilities

- Take instructions over the phone and online from clients seeking advice
- Drafting succinct instructions for lawyers both inhouse and external, and managing the relationships with external volunteer lawyers to see that external advice is delivered in a timely and efficient manner
- Managing the recruitment, training and supervision of law student volunteers including reviewing instructions taken and conflict checking
- Create of legal advice files as required
- Managing an inbox for client queries
- Other paralegal and administrative tasks as required



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SELECTION CRITERIA

ESSENTIAL

1. Excellent attention to detail
2. Sound oral and written communication skills, and excellent telephone manner
3. Ability and willingness to work as a member of a team
4. Excellent organisational & administrative skills
5. Demonstrated understanding in the following computer applications
 - a. MS Outlook
 - b. MS Word
 - c. MS Excel
6. Demonstrated initiative, self-motivation and the ability to meet competing deadlines
7. Ability to multi-task and prioritise the tasks at hand
8. Experience in a paralegal role – graduate lawyers will be considered
9. Well-developed administration, organisational and self-management skills, including computer skills and excellent attention to detail
10. Demonstrated ability to work effectively in a small office team

DESIRABLE

1. Understanding and appreciation of the role of community based organisations, and of community legal centers in particular
2. Ability to communicate with a diverse range of people, including artists, arts organisations, members of the legal professional, representatives of government and community organisations
3. Experience using Salesforce will be highly regarded