



## POSITION DESCRIPTION

**Position:** Assistant Legal Officer (Paralegal)

**Team:** Professional Services

**Reports to:** Manager, Professional Services

**Key relationships:** Manager, Professional Services, Legal Officers, Professional Officers, WHS Officers, NSWNMA/ANMF NSW Branch members

**Hours of work:** Full Time in accordance with the New South Wales Nurses and Midwives' Association (NSWNMA) and Australian Nursing and Midwifery Federation New South Wales Branch (ANMF NSW) Employment Enterprise Agreement

**Salary range:** Assistant Industrial Officer Level 1 - 5

### Vision Statement

The New South Wales Nurses and Midwives' Association (NSWNMA) / Australian Nursing and Midwifery Federation New South Wales Branch (ANMF NSW Branch) is a strong, influential union of members respected as a contemporary leader in society for its innovation and achievements.

### Our Values

The NSWNMA/ANMF NSW Branch conducts itself with **integrity** and **courage**, demonstrating **creative** and **innovative approaches**. The NSWNMA/ANMF NSW Branch will be an authoritative advocate on behalf of the nursing and midwifery professions, as well as for the community in advancing a world-class, well-funded, integrated health system, based on a clear and considered vision for the future.

The NSWNMA/ANMF NSW Branch will demonstrate **ethical** and **respectful behaviour** in its interactions with other organisations and society, whilst ensuring its own workplace is **cohesive**, **fair** and **dynamic**, embracing **collectivism** with shared union beliefs.

### Position Overview:

- To assist the Legal Officers of the Professional Services Team in their day to day activities
- To provide high quality, professional, accurate and timely services to our members as instructed by Legal Officers and Manager
- To create and maintain quality systems and processes which assist the work of the Legal Officers (In collaboration with Legal Officers and Manager)
- To ensure the smooth running of the administrative functions of the Legal Services within the Professional Services Team.

**Key Responsibilities:**

- To conduct interviews with members and take instructions
- To perform administrative tasks such as obtaining details from members for files, obtaining photocopies of relevant documents, taking file notes and other administrative tasks as required
- To undertake legal research as instructed
- To assist in preparation of documents especially in relation to presentation and format
- To assist with drafting, preparation and review of legal documentation, such as statements of members
- To maintain regular contact with the members in consultation with the Legal Officers
- To promptly deal with members inquiries in relation to the progress of their matters
- To deal with the correspondence of the Legal Officers in an efficient and timely manner
- To work towards representing members at the Nursing and Midwifery Council, under the direction of a Legal Officer
- To handle all general enquiries for the Legal Officers in a professional and competent manner
- To maintain own knowledge and skills
- Any other duties as requested by the Manager.

**Selection Criteria:**

- Demonstrated experience in an administrative or legal position
- Strong and demonstrable paralegal experience and knowledge
- Strong problem solving
- An ability to achieve positive outcomes by using a proactive rather than a reactive approach to your own workload management
- Highly developed interpersonal and communication skills
- Ability to work independently and part of a team
- Time management skills with the ability to prioritise and meet workload deadlines
- Proven ability to record information accurately
- Demonstrated ability to maintain confidentiality
- Proficient with Microsoft Office 365, specifically Outlook, Word and Excel
- Commitment to the trade union movement

I have read and understand the requirements of this position. I agree to undertake the responsibilities as set out in the position description.

Employee's signature:

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Date:

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