



## ROLE DESCRIPTION

<b>Vacancy reference:</b>	CL(E)12/24
<b>Closing date:</b>	Friday, 19 April 2024 at 5:00pm
<b>Position title:</b>	Executive Legal Secretary
<b>Branch/division</b>	Native Title and Resources Native Title, Resources and Dispute Resolution Branch Crown Law
<b>Location:</b>	Brisbane CBD
<b>Classification:</b>	AO4
<b>Status</b>	Fixed term full-time to 27 September 2024 with the possibility of extension
<b>Salary range (per fortnight):</b>	\$3,203.10 - \$3,512.30
<b>Contact name:</b>	Annie Stewart, Principal People and Culture Officer and Legal Support Coordinator
<b>Telephone:</b>	07 3031 5698

### Our vision

To be the Queensland Government's first choice by being the best provider of legal services.

### Our purpose

Crown Law's purpose is to protect and support Government in the public interest.

### Our core values

- Integrity – absolute impartiality and honesty
- Excellence – total attention to detail, consistency and client needs
- Respect – treat people as you would want to be treated
- Responsibility – everyone to take responsibility for their own work and do their best.

### Your opportunity

To provide high quality and timely executive legal secretarial and administrative support to the Assistant Crown Solicitor and Team. Responsibility of the effective supervision of team legal secretaries to ensure that quality services are provided and resources are effectively utilised within the legal team. .



## Your key responsibilities

- Provision of executive legal secretarial and administrative support to the Assistant Crown Solicitor (ACS) and other lawyers within the legal team, including:
  - high level, accurate word processing and typing;
  - complex formatting of documents ( i.e. Microsoft Word, PowerPoint and PDF documents);
  - prepare briefs and documents and attend to routine correspondence;
  - monitor and manage the flow of incoming and outgoing correspondence;
  - travel and accommodation coordination;
  - information management (i.e. Excel spreadsheets, practice management system, case management system (VisualFiles) databases;
  - diary management (appointments, etc.)organise meetings, conferences etc prepare and distribute agendas, minutes and other material;
  - prepare, check and action a range of reports;
  - maintain filing, records bring-up and retrieval systems assist legal professionals meet financial deadlines and/or commitments e.g. billing and time recording;
  - ensure compliance with procedures for payment of legal expenses and counsel fees;
  - consult and liaising with internal and external clients and other stakeholders on various matters including confidential and sensitive issues; and
  - manage incoming calls and visitors.
- Supervise the Team's legal secretaries including:
  - co-ordination, delegation and scheduling of work including the re-distribution of work, or re-prioritisation to meet deadlines and client service needs amongst secretaries;
  - ensure services are completed in a timely and professional manner;
  - ensure client service standards are continuously met, undertaking individual and team performance management and development activities to achieve these standards;
  - receive client feedback and address and implement service improvement activities;
  - continuously look at opportunities to adapt and change work processes and set in place guidelines or effective methods to achieve consistently high secretarial and administrative standards within the team;
  - provide advice and training on the general operations of the team, branch and whole of Practice, processes, procedures relating to legal secretarial work, human resources, finance, information technology and other corporate processes and functions;
  - utilise effective communication skills to communicate and address any problems that may arise to resolve issues;
  - co-ordinate additional secretarial support for the team utilising the Executive Officers and Executive Secretaries across the Practice;
  - co-ordinate and assist with the recruitment, employment, training and induction of new secretarial support staff; and
  - monitor the correct accrual and application of TOIL, recreation leave, sick leave and other leave, addressing any issues as they arise.
- Participate in, and maintain a proactive approach to Self Development.
- Liaise with the Practice Management Branch and utilise change management tools to ensure the effective implementation of new procedures or practices within the team, providing training as required.
- Participate in Crown Law working groups to discuss and recommend opportunities for change or improvement to working procedures and practices.
- Remaining a key contact in the organisation to ensure information sharing and a common best practice approach to tasks are achieved.
- Undertake other duties as required relating to the requirements of the legal team and needs of the ACS.
- Where required, work across various teams and branches in Crown Law.



## Your experience and skills

This role is mapped to the **Team Leader** profile.

Within the context of the key responsibilities described above, the ideal applicant will be someone who can demonstrate their knowledge, skills, experiences and capability in the following areas:

- **Stimulates ideas and innovation** – Gathers insights and embraces new ideas and innovation to inform future practice (**Vision**)
- **Develops and mobilises talent** – Strengthens and mobilises the unique talents and capabilities of the workforce (**Results**)
- **Drives accountability and outcomes** – Demonstrates accountability for the execution and quality of results through professionalism, persistence and transparency (**Results**)
- **Demonstrates sound governance** – Maintains a high standard of practice through governance and risk management (**Accountability**)

\*For more information regarding the Leadership Competencies for Queensland please visit <https://www.forgov.qld.gov.au/leadership-competencies-queensland>

## Your benefits

You will work in a flexible organisation with fantastic employment conditions. We offer challenging and engaging work, career development and competitive remuneration, work-life balance, and a unique and positive working environment.

## How to apply

We would like you to provide:

- Your current resume providing information which demonstrates your ability to meet the requirements of the role.
- Please email [CLRecruitment@crownlaw.qld.gov.au](mailto:CLRecruitment@crownlaw.qld.gov.au) quoting the vacancy reference.

## Additional information

- The incumbent may be required to work across various teams and branches in Crown Law.
- Applications to remain current for 12 months.
- A criminal history check will be undertaken for this position on any recommended applicant due to the nature of the work involved.
- Applicants are advised that the work of Crown Law may expose employees to disturbing material including offending behaviours, criminal activity and other explicit, distressing or offensive content.
- Any applicant recommended for appointment who is a current or previous public sector employee is required to disclose previous serious disciplinary action taken against them. If recommended for appointment the Panel Chair will contact the applicant further to discuss this requirement.
- All newly-appointed public service employees are obliged to provide their chief executive a disclosure of employment as a lobbyist in the previous two years.
- All newly appointed public service employees who have been employed as a lobbyist in the previous two years are required to provide a disclosure to the Director-General within one month of commencement in accordance with Disclosure of Previous Employment as a Lobbyist Policy.
- This position may be subject to a three month probationary period.
- The incumbent may be required to work hours outside the normal hours.
- Interstate and Intrastate travel may be required.

**People from diverse backgrounds including non-English speaking backgrounds, people with a disability, women, and Indigenous people are encouraged to apply.**