



Position vacant

Legal Support Manager

The Law Society of New South Wales is looking to employ a Legal Support Manager in its Professional Standards Department on a full-time basis. This position will be advertised internally and externally, and if any staff member is interested in applying for the position or requires further information, please contact the HR Department no later than 02 September 2019.

Responsibilities

The Legal Support Manager provides administrative support to the Director, Legal Regulation and oversees the day to day administration for the Professional Standards Department with direct responsibility for Administration Team. In addition, this role is the primary point of contact for administrative issues including for external interveners, members of the Professional Standards Department committees, the Legal Services Commissioner and internal and external stakeholders.

Key Accountabilities

- Oversee the day to day management and supervision of the Administration team.
- Take responsibility for the provision of administrative support to the Professional Standards Department including;
 - Opening, closing and archiving of files in accordance with stipulated timeframes.
 - Assisting the Litigation team as required, including preparation of documents to be produced under subpoena, paginating and preparing affidavits, annexures to affidavits and exhibit bundles, court filing.
 - Compliance monitoring, cost recovery, disclosures, Professional Indemnity Insurance.
 - Photocopying, filing, archiving, provision of information from the Society's database for legal officers, deliveries, service of documents and searches (company, property and personal), conveyancing/fair trading/interstate checks on legal practitioners.
 - Providing Departmental staff with information requested by accessing information from the Society's database, contacting internal/external parties or by locating relevant files/reports.
 - Sorting, referencing and distributing mail and facsimiles including any email enquiries, ensuring all mail are distributed in a timely manner.
 - Preparing OLSC mail and record keeping of mail.
 - Tracking of all correspondences and invoices.
 - Dealing with telephone and email enquiries in an accurate and timely manner. This will often involve accessing confidential information from the Society's database or the location of records. It requires the



- awareness of the confidentiality of information retained by Professional Standards and recognising what can or cannot be disclosed.
 - Data entry including monthly diary actions from the legal officers and Regulatory Compliance enquiries, focusing on providing accurate and timely data for the purpose of statistics and management reporting each month.
 - Daily upkeep of filing, including compactus filing of complaint files, general compactus filing of documents, D424 filing and general document filing.
 - Stocktaking and ordering of stationery, and supplies.
 - Assist and/or preparing disciplinary register notifications for Council matters and any other necessary matters.
 - Management of judgments and precedents on the precedent database.
- Provide executive assistant support to the Director, Legal Regulation.
 - Create, implement and maintain administrative processes and procedures for the Professional Standards Department to ensure efficient working standards and practices, including a roster for the provision of administrative support
 - Take responsibility for secretariat support to the committees of the Department including compiling agendas, collating apologies and leaves of absences, collation of reporting members, minutes of meetings and communicating key information.
 - Responsible for the maintenance of the Professional Standards Department precedents and resources including its library and loose-leaf services.
 - Take responsibility for obtaining and collating statistics from the Society's database and preparation of the Annual Report, monthly and other reports for management and legal officers.
 - Take responsibility for the timely and accurate entry of information into the relevant database and systems and the generating of monthly reports

Qualifications and relevant experience required

- Significant office administration experience, ideally gained in a legal environment
- High level communication skills; sound interpersonal skills; and a proven ability to exercise sound judgement and problem solve;
- Proven experience as a capable people leader with ability to plan and organise self and others to ensure the completion of tasks
- An ability to balance competing demands in a high volume and fast paced environment.

Applications

The Law Society of New South Wales is committed to building and maintaining a respectful and inclusive workplace, appointing the best person for the role and supporting diversity.

Written applications, should including a cover letter and brief resume, addressed to recruitment@lawsociety.com.au

