



Position vacant

Executive Officer, Council

The Law Society of New South Wales is looking to employ an Executive Officer, Council on a full-time basis. The position will be advertised internally and externally. If any staff member is interested in applying, or requires further information, please contact the HR Department no later than Friday, 23 July 2021

Accountabilities

The Executive Officer is accountable for secretarial and administrative support to the Law Society Council (incl. President and CEO), Executive Committee, Audit, Risk & Finance Committee, and other Council Committees / working groups as established from time to time, in the form of providing effective scheduling, Council and committee agenda preparation, minuting and other tasks that may be assigned.

Responsibilities

Efficient performance of all tasks associated with Council, Executive and other Committee meetings in accordance with the Executive Unit's operating procedures and requirements, including:

- Prepare agendas for Council, committees, working groups, and other meetings as required.
- Attend, record and transcribe minutes of Council, committees, working groups, and other meetings as required.
- Format, compile and upload Council, committees, working groups, and other meetings agendas, papers, minutes and any other supporting material to the requisite databases and systems in a timely fashion.
- maintain meeting schedules, committee compositions and contact details on the Intranet and website.
- Schedule meetings of the Council, committees, working groups, and other meetings as directed ensuring that the appropriate facilities, rooms and equipment are booked as required.
- Track and compile decisions and tasks arising out of Council and the relevant Committees and working groups, and ensure relevant staff receive copies of resolutions, extracts or tasks assigned.
- Assist and report to the President and the CEO regarding administrative tasks assigned and to keep them informed.
- Action invoicing and reimbursements for Councillors and Committee members.
- Regular review and maintenance of procedures and systems regularly to meet the needs of the role and stakeholder groups.



- Project objectives achieved with close attention to detail and within required timeframes.
- Other duties as assigned.

Requirements

The successful candidate will possess exemplary communication skills with highly developed organisational and time management capabilities. Impress with:

- Demonstrated experience supporting C-Suite executive and board members in an administrative capacity (preferably in a legal or professional services environment).
- Experience taking and producing minutes in a timely fashion at a board level.
- Excellent transcription, writing and word processing skills.
- Strong technology skills, including proficiency with e-mail, internet and database applications, mobile devices, MS Office suite of programs including MS Teams, video/audio conferencing.

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, including a cover letter outlining your motivation for this position and a brief resume, should be addressed to: recruitment@lawsociety.com.au