

Role Description

Legal Practice Coordinator



Title	Legal Practice Coordinator
Classification/Grade/Band	Band 2 Level 2
Group/Unit/Section	Corporate Services / Governance, Risk and Legal / Legal
Reports to	Principal Solicitor

Vision

A vibrant organisation doing great things.

Purpose

To provide valuable services that strengthen and support the Central Coast Community.

Values

Decisions, actions and behaviors are governed by our Corporate Values; Be Safe, Serve, Collaborate, Improve, Be Your Best and Be Positive. All employees have a responsibility to uphold and champion these values.

Primary Role Statement

In contributing to the overarching vision and purpose, the Legal Practice Coordinator develops, implements and manages business processes and systems for the Legal section. The Legal Practice Coordinator is responsible for ensuring the efficient administration of the Legal section to respond effectively to business priorities including preparation of legal documentation, management of legal matters within the system, assistance with conducting transactions, preparation of legal matters for court, court orders and ensuring court deadlines are met and coordinating external legal procurement. The position of Legal Practice Coordinator provides quality customer service and value for the community.



Key Duties and Responsibilities

- Contribute to the day-to-day effectiveness of the Legal section through the provision of sound administrative support exercising discretion, judgement and initiative;
- Administer, maintain and develop Council's inhouse legal matter management system;
- Monitor the Legal Services Outlook account, and register, action and distribute correspondence;
- Implement, monitor and evaluate administrative practices, business systems and procedures to deliver the required outcomes of the Legal section and ensure all deadlines are met;
- Build and maintain professional relationships with key internal and external stakeholders, including Council's external legal panel, to co-ordinate the delivery of legal services;
- Work with stakeholders to continually identify process improvements and actively contribute to developing and refining work practices;
- Ensure corporate records are maintained to an accurate and professional standard which enables reporting and audit of data, and use relevant resources and technology to coordinate reports, correspondence, presentation materials and financial information to meet corporate and legislative requirements;
- Prepare, proofread or process legal documents and correspondence, such as summonses, subpoenas, complaints, appeals, motions, or pretrial agreements.
- Ensure compliance with the Council's financial procedures and policies, WH&S and risk management initiatives to ensure internal controls are maintained over Council's resources;
- Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent's skills, training and experience.

Authority and Accountability

- Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council's Safe Systems of Work consistent with your role;
- Decisions are either guided by practices, procedures and precedent or made in consultation with the immediate supervisor;
- Decisions affect the work and activities of others within the work group or team;



- The work of the Legal Practice Coordinator influences the external environment by ensuring services are consistent with Council standards;
- The Legal Practice Coordinator is accountable for own work performance, liability generally lies with the supervisor or Council as the employer;
- The Legal Practice Coordinator identifies requirements as an input to budget development;
- Monitor budgetary spending within work area, against pre-determined targets. Weigh up options on a cost basis in order to make recommendations and continuously look for greater efficiency within work area. Has some input into budget development;
- Ensure appropriate funds are allocated to matters to inform budget forecasting.

Personal Attributes

- Be adaptable, flexible and focused when dealing with change;
- Represent Council honestly, ethically, professionally and lead by example;
- Be committed to achieving work goals and maintains motivation when tasks are challenging and actively seek feedback from colleagues and stakeholders;
- Be responsive to the input of others and works to understand their perspectives.

Interpersonal Skills

- Listen to others and asks appropriate, respectful questions and monitors non-verbal cues and adapts behaviour accordingly;
- Support and promote a culture of quality customer service identify and respond quickly and provides solutions to meet customers' needs;
- Build a supportive and cooperative team environment, share information and learning across teams and solve issues and challenges in collaboration with others;
- Respond to conflict without inflaming the situation and knows when to refer to a supervisor for assistance and/ or withdraw from a conflict situation.



Business Enablers and Technical Skills

- Complete tasks to agreed budgets, timeframes and recognized legal standards without guidance and contribute to the allocation of responsibilities and resources to ensure achievement of team goals;
- Understand the team/ unit objectives and responds proactively to changing circumstances and adjust plans and schedules when necessary;
- Identify issues that may impact on task completion and provides appropriate solutions;
- Understand delegations and act within authority levels;
- Exercise fiscally responsible behaviour and remain up to date with financial delegation processes;
- Support system improvement initiatives and embrace new technologies;
- Purchase under delegation and comply with procedures;
- Understand project goals, action tasks and expected outcomes and identify and escalate project variances.

Team Work

- Recognise and acknowledge individual/team performance;
- Monitor and use resources responsibly to achieve team objectives;
- Accommodate changing priorities and respond flexibly to uncertainty and ambiguity.



QUALIFICATIONS

Essential

- Certificate III qualification in Business Administration or related field OR demonstrated solid contemporary experience in a similar role, combined with ongoing professional development.
- Current Class C Driver's Licence.

EXPERIENCE

Essential

- Demonstrated experience in an administrative role within a medium to large sized, complex organisation;
- Demonstrated experience with electronic records management systems, budget software, and other computer-based systems;
- Demonstrated experience in coordinating the preparation of professional and legal documentation and correspondence to support the Section;
- Demonstrated experience in research and information gathering;
- Ability to coordinate multiple tasks demonstrating superior organisational, confidentiality and time management skills;
- Effective communication skills, both oral and written, and a good standard of customer service.
- You ;

Desired

- Experience with using/administering inhouse matter management systems.
- Demonstrated experience working within a Local Government or Legal environment.



Key Relationships

Internal	External
Section Managers/Team Leaders/Directors	Members of the Public/residents/ratepayers
Other Council employees (not including direct reports)	Commercial/industrial/development representatives (e.g. Vendors, builders, clients)
	Community Organisations – service clubs etc.
	Professional/Industry associations including Unions
	Consultants, solicitors and other professionals
	State and Federal Government Agencies
	Local Business

