



POSITION DESCRIPTION

POSITION:	Administration Officer (Legal)
DEPARTMENT:	Legal Services
SECTION:	General Managers Division
REPORTS TO:	Manager – Legal Services
GRADE:	4D – 4J
DATE:	November 2014

1. FUNCTION STATEMENT:

The Administration Officer (Legal) has the prime responsibility for the administrative management of legal services within Council and providing assistance to the Manager of Legal Services and the Appeals Planner.

2. PERSON SPECIFIC SELECTION CRITERIA

ESSENTIAL REQUIREMENTS:

1. Demonstrated organisational skills in a busy office environment
2. Demonstrated ability to work independently and as part of a team
3. High level competence of computing skills, including electronic document management, GIS mapping programs, word processing, Microsoft Office, Microsoft Excel and Internet/Intranet.
4. Ability and commitment to providing excellent customer service
5. Excellent communication, interpersonal and written communication skills
6. Demonstrated ability to exercise initiative, sound judgement, discretion and confidentiality
7. Ability to interface appropriately with senior staff, external service providers and Councillors
8. Ability to meet strict deadlines
9. Understanding of EEO, WH&S and ecological sustainability and their application in the workplace

DESIRABLE:

10. Experience in Local Government
11. Expertise with Dataworks/ECM & Latitude software systems
12. Knowledge of Development Assessment Process, architecture, plans etc
13. Knowledge of Compliance prosecutions
14. Knowledge of Courts especially Land & Environment Court and Local Court
15. Studying law or planning

3. SCHEDULE OF PRINCIPLE DUTIES:

1. Development in conjunction with IT and Records, appropriate management systems, workflows etc within Dataworks for the Legal section. Upgrade existing database systems to ensure effective/efficient information retrieval.
2. Management of litigation within Dataworks, excel spreadsheets and manually including:
 - (a) Tracking of Solicitors and Consultants bills, entering bills in costs database and forwarding bills to Council's Accounts Department. - Ongoing Development and maintenance integrated with Dataworks;
 - (b) Extracting from Dataworks all document related needed for Land and Environment Court Appeals and Local Court prosecution;
 - (c) Scanning and registering plans, documents & email into Dataworks
 - (d) Extracting documents from emails for registering into Dataworks
 - (e) Tracking of critical Court dates to ensure deadlines for Land and Environment Court Appeals, Prosecutions etc are met;
 - (f) Responding to administrative requests from Solicitors and consultants;
 - (g) Liaison with Environmental Management staff on legal matters;
 - (h) Maintain up-to-date computer and manual records and registers relating to Council's Legal Services;
 - (i) Registering of legal correspondence, emails and other required documents in Dataworks;
 - (j) Couriering of documents to solicitors and consultants;
 - (k) Creating and managing legal files in Dataworks and hard copy form
3. Notifications and updates to residents about Appeals and liaison with residents about Appeals;
4. Preparation of site specific zoning maps, undertake calculations within Trapeze;
5. Personal assistant to Manager Legal Services & Appeals Planner;
6. Tracking defended matters in the Local Court and the Land & Environment Court ensuring all information required by Councils Solicitors has been supplied;
7. Responsible for compliance with Subpoenas for the various Courts. Ensuring dates for requirements are met;

8. Tracking and responding to licence applications to the Casino Gaming and Racing Control Authority including:
 - a. Obtain property history
 - b. Refer to assessment for comment
 - c. Prepare objections
9. Deal with urgent matters in the absence of the Manager Legal Services & Appeal Planner;
10. Word processing including, reports, complex documentation, correspondence including graphics, mapping, spreadsheets, tables, macros etc;
11. Attendance at Court to file various legal documents;
12. Answer telephone enquiries relating to Land and Environment Court Appeals, subpoenas, other legal matters and development applications;
13. Collect files and other documents from Records Department and other officers and transferring of files to Records Department;
14. Maintain stationery and stock levels;
15. Other duties as directed by the Manager – Legal Services.

POSITION DESCRIPTION ATTACHMENT

EMPLOYEE

WORK HEALTH AND SAFETY

All employees of the Leichhardt Municipal Council are required to participate in the Council WH&S Management Program.

Specifically, this means performing your work in a safe manner and monitoring your workplace for hazards or risks. You must take reasonable care for your own health and safety and for those who may be affected by what you do or fail to do in the workplace.

You must cooperate with actions taken by the Council to comply with WH&S legislation and not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety and welfare.

RISK MANAGEMENT OF LEICHHARDT MUNICIPAL COUNCIL ASSETS

All employees of the Leichhardt Municipal Council are accountable for the management of risk within their own areas of responsibility. Risk includes, but is not limited to:

- Injury to persons or damage to the property of members of the community.
- Environmental risks.
- Damage or unauthorized entry to the Council's buildings and damage to its equipment.
- Loss of the Council's reputation as a good corporate citizen.

To assist you in meeting this responsibility the following policies and procedures have been established which you are required to familiarize yourself with and observe:

- The Risk Management Policy located on the Leichhardt Municipal Council intranet.

Responsibilities	Performance Measures
<ul style="list-style-type: none">• Ensuring all work is performed in accordance with requirements of the Health and Safety policy, procedure and legislation	<ul style="list-style-type: none">• Conformance to WH&S policy and procedures• Knowledge of, and use of Safe Work Method Statement (SWMS) and Standard operating procedures
<ul style="list-style-type: none">• Taking reasonable care for their own Health and Safety as well as that of others	<ul style="list-style-type: none">• Use of SWMS and Standard operating procedures
<ul style="list-style-type: none">• Having an understanding of the Health and Safety requirements associated with their employment	<ul style="list-style-type: none">• Training records
<ul style="list-style-type: none">• Reporting all identified hazards, accidents/incidents and near misses to their manager/supervisor• Ensure all potential or actual areas of danger within the workplace are immediately made safe, repaired and reported to the appropriate person/s as soon as possible;	<ul style="list-style-type: none">• Hazard identification reports• Workplace inspection reports
<ul style="list-style-type: none">• Using and maintaining all safety equipment and personal protective equipment (PPE) in accordance with relevant standards.	<ul style="list-style-type: none">• PPE maintenance records• Knowledge and use of Standard operating procedures
<ul style="list-style-type: none">• Working in accordance with relevant competency standards	<ul style="list-style-type: none">• Training records.• Supervisor site inspection records
<ul style="list-style-type: none">• Knowledge of WH&S and related legislation within scope of job description	<ul style="list-style-type: none">• Attendance at training sessions