

# Administrative Officer (Identified)

Classification: AO2 Temporary Part Time (.6FTE)

Salary: \$1209.12 to \$1439.76 a fortnight

VRN: 66/22

Location: Brisbane

*\*This position is to be filled by an Aboriginal and/or Torres Strait Islander\**

## About the role

This is an outstanding opportunity for an administrative officer to take on a position in a team that helps vulnerable and disadvantaged Queenslanders secure grants of aid for legal representation. As an administrative officer, you will be responsible for data entry, preparation of correspondence, mail and filing.

In this role you will:

- Record and allocate applications for Legal Aid to Grants Teams for processing.
- Undertake administrative activities including distribution of mail, finalising and archiving files, data entry, validation and correction of data held in a range of information technology systems and other activities as directed.
- Help clients and stakeholders with general grants queries (phone and email)
- Provide administrative assistance to various Grants Teams.
- Assist with training and support of other team members as required.
- Actively participate in professional development and business improvement activities as required.
- Actively participate in team planning and comply with all corporate responsibilities.
- Maintain a high standard of practice through governance and risk management.
- Model the values of trust, honesty, inclusivity, vitality and ethics.

## More information about the role

- Applications will remain current for a period of up to 12 months and may be considered for other vacancies (identical or similar) which may include an alternative employment basis (permanent, temporary, full-time or part time).
- This position is for a minimum 3 days and up to 5 days a week.
- Legal Aid Queensland embraces diversity and encourages applications from people with disability. We are committed to making reasonable adjustments to provide a positive, barrier-free recruitment process and supportive workplace. Please contact [careers@legalaid.qld.gov.au](mailto:careers@legalaid.qld.gov.au) for support to ensure an equitable, barrier-free application process.
- A criminal history and bankruptcy check will be undertaken for this position on the recommended applicant/s due to the nature of the work involved.

- The appointed applicants will be required to disclose relevant conflicts of interest prior to or on commencement and throughout their employment and disclose any employment as a lobbyist in the preceding two years.
- Appointed applicant may be required to undertake a period of probation appropriate to the appointment.
- You may be exposed to explicit and/or graphic material during the course of your employment.
- Additional information, including our organisation structure and Applicant Information Kit, is available from [www.legalaid.qld.gov.au](http://www.legalaid.qld.gov.au)

## About you

Below are the knowledge and skills required for the role. Your application and ongoing performance will be assessed on these core capabilities:

- You have demonstrated administrative experience and are able to work independently.
- You can build and sustain relationships with team members, other colleagues and external stakeholders.
- You have attention to detail and are able to follow procedures
- You have experience using a range of information technology systems such as Microsoft Outlook, Word and Excel and can demonstrate the ability to learn new systems quickly.
- You take on additional duties when required, demonstrate flexibility and reschedule or re-organise work to reflect changes in priority.
- You have good interpersonal skills and can communicate with clients, colleagues and internal / external stakeholders.

## Mandatory requirement or special conditions

It is a genuine occupational requirement that an *Identified* position be filled by an Aboriginal and Torres Strait Islander person as permitted by and arguable under Section 25, 104 and 105 of the *Anti-Discrimination Act (1991)*.

Applicants must be able to demonstrate that they:

- a) Are of Aboriginal and Torres Strait Islander descent; and
- b) Identify as an Aboriginal and Torres Strait Islander person; and
- c) Are accepted as an Aboriginal and Torres Strait Islander person by the Aboriginal and Torres Strait Islander community in which he or she lives; and
- d) Possess knowledge and understanding of Aboriginal and Torres Strait Islander culture and history.

To allow confirmation of eligibility to be considered for this role, the successful applicant will be required to submit a Statutory Declaration attesting to their status as an Aboriginal and Torres Strait Islander person and either evidence of their Aboriginal and Torres Strait Islander descent or of their acceptance as an Aboriginal and Torres Strait Islander person by the Aboriginal and Torres Strait Islander community in which they live. Full details and a Statutory Declaration are available in the Commission Chief Executive Guideline 2/13: Evidence of Attribute—Aboriginal and/or Torres Strait Islander Identified Roles

<https://www.forgov.qld.gov.au/system/files/documents/evidence-of-attribute.pdf?v=1493857410>.

The successful applicant will be required to nominate, as a referee, an Aboriginal and Torres Strait Islander person who is recognised within an Aboriginal and Torres Strait Islander community to attest to their ability to meet the key responsibilities of this position.

## About us

### Our vision and purpose

Legal Aid Queensland’s (LAQ) vision is to be a leader in a fair justice system where people are able to understand and protect their legal rights. Our purpose is to provide quality, cost effective legal services to financially disadvantaged people throughout Queensland.

### Our values



### Our services

- Community legal education and information
- Legal advice and task assistance
- Duty lawyer services
- Lawyer assisted dispute resolution
- Representation in courts and tribunals.

### Our workforce

LAQ’s workforce vision is to be a great place to work where our people are respected, valued, safe and supported. Our highly skilled workforce embraces diversity, flexibility, learning and continuous improvement to deliver quality legal services. LAQ applies the leadership competencies for Queensland through the delivery of the leadership pathways program and other programs and initiatives.



### People

- We are respected, valued and supported
- We feel safe and are healthy
- We work flexibly and are engaged
- We attract top talent



### Culture

- We are diverse and inclusive
- We pursue continuous improvement
- We are service focussed and committed to social justice
- We are socially and corporately responsible



### Capability

- We embrace technology and are change willing
- We are lifelong learners
- We are highly skilled and our work is quality

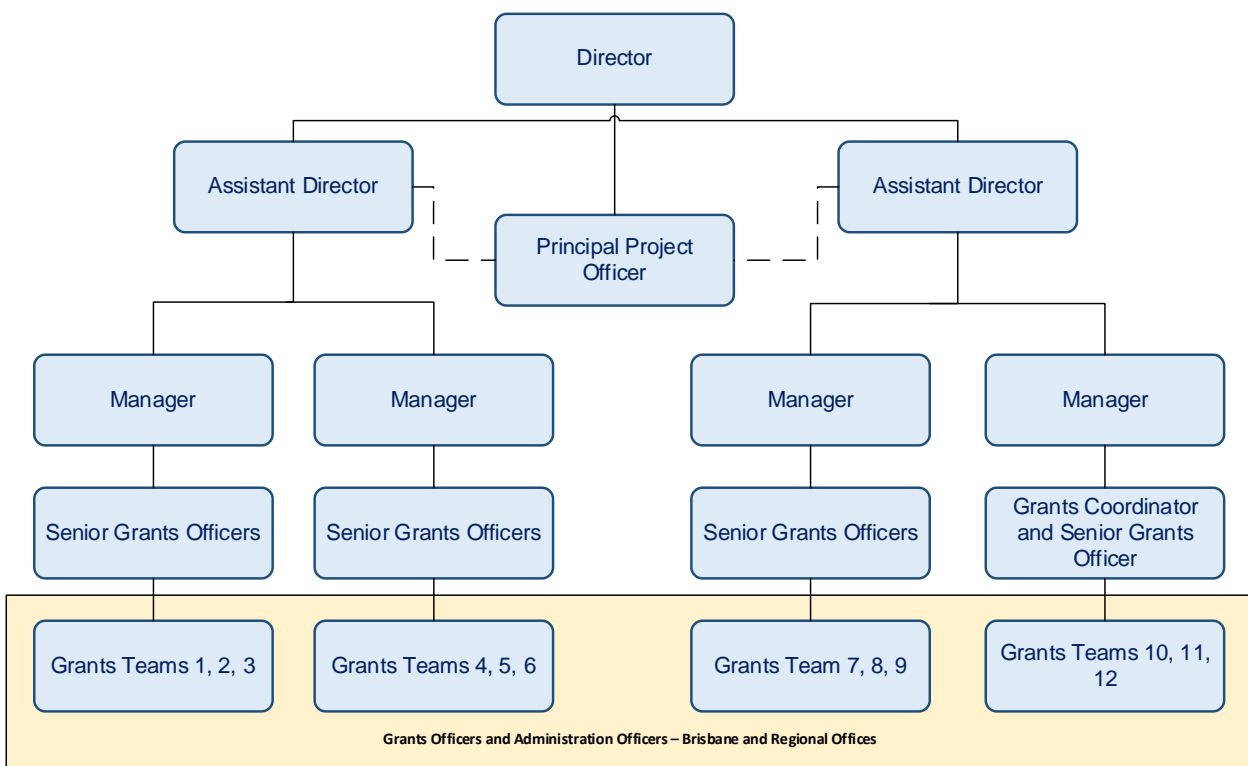
### Conditions and benefits of working for Legal Aid Queensland

- 36.25 hrs per week (full time hours)
- 12.75% employer super contributions
- Flexible working hours
- Generous salary packaging available
- Study leave for approved work-related courses.

### The division

The Grants Division (Brisbane and regional offices) administers funding for legal services in line with federal and state government funding priorities. The Division processes more than 44,000 new legal aid applications each year and manages ongoing files to finalisation.

### Your reporting relationships



## About applying

<b>CONTACT</b>	Monique Cox, Manager- 3917 0968 or Cathy Carr, Manager - 39170981
<b>CLOSING DATE</b>	<b>Monday 6 June 2022</b>

### To apply for this role, you will need to provide:

- a cover letter about what you can bring to the role.
- a written statement (2 pages) on how you have demonstrated the capabilities outlined in the 'About You' section.
- your resume/CV that details your relevant experience, work history and qualifications; and
- two referees.

### **Submit your application**

- Go to [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au)
- Login in or create a 'My SmartJob' account
- Locate the role and click on Apply Online and follow the prompts.

### **Track your application**

By applying online, you can track your application through the process, maintain your personal details through registration and withdraw your application if needed.

### **Technical difficulties**

If you have technical difficulties when accessing [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au) please contact 13 QGOV (13 74 68).

### **Late applications**

Late applications cannot be submitted via Smart jobs, so please allow enough time before the closing date to submit your application. If you want to discuss a late submission, the contact on this role description is the best contact. Alternatively, you can contact Legal Aid Queensland's People, Culture and Capability team on 07 3917 0152.

## Tips for applying

### **[How to write a resume](#)**

### **[How to respond to key selection criteria](#)**

### **[Preparing for an interview](#)**