

ROLE DESCRIPTION

Position Title:	Legal Secretary
Department:	Legal
Reports to:	Legal Support Leader
Document Date:	February 2013

1. ROLE PURPOSE:

The role of Legal Secretary is to provide high quality senior administrative support and secretarial services including supporting the management of their designated team.

2. KEY RESULT AREAS:

Principal responsibilities

- Provide high quality support to the team manager, assisting in projects as required and working with a high level of professionalism and integrity.
- Complete all administration tasks in a professional and timely manner. These may include but are not exhaustive to travel bookings, phone and diary management, meeting support, document management, billing and reporting.
- Assist in building Crown Law's professional capacity by assisting with the mentoring and development of junior staff.
- Effectively maintain all systems with accurate data in a timely manner including 3E maintenance.
- Understand, support and contribute to the development and implementation of the Office strategic direction.
- Understand, support and help drive the development and implementation of Office initiatives, policies and processes.

3. KEY EXPECTATIONS:

- To lend a hand when others need help.
- To be conscientious.
- To be resilient.
- To keep yourself informed about what is going on both with Crown Law and within the public sector
- To get involved with organisation events.
- To take responsibility for your own development

QUALIFICATION (SKILLS, KNOWLEDGE, BEHAVIOUR) Qualifications and experience required:

- Significant experience providing senior administrative support and secretarial services in a legal environment.
- A high level attention to detail and accuracy, unparalleled organisational skills and excellent time management with the ability to effectively prioritise tasks
- Strong problem-solving and decision-making capabilities and attributes
- The ability to supervise, mentor and develop administrative staff
- A high level of IT literacy including advanced technical skills using standard office programmes eg Word, 3E, Outlook
- Flexibility, adaptability and change responsiveness are essential attributes.

Competencies and behaviours required:

- **Client Focus;** Is dedicated to meeting the expectations and requirements of internal and external clients; acts with clients in mind; establishes and maintains effective relationships with clients and gains their trust and respect.
- **Interpersonal skills;** Relates well to all kinds of people – up, down, and sideways, both within and outside of the organisation; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can defuse high-tension situations comfortably.
- **Integrity and Trust;** Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
- **Collaboration;** Can quickly find common ground and solve problems for the good of all; can respect his/her own interests and yet to be fair to other groups; can solve problems with peers with a minimum of noise; is seen as a team player and is cooperative; easily gains trust and support of peers; encourages collaboration; can be candid with peers.
- **Energy and Drive;** Pursues everything with energy, drive, and a need to finish; seldom gives up before finishing, especially in the face of resistance or setbacks. Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.
- **Living the vision and values;** Adheres to the Crown Law set of core values and beliefs during both good and bad times; acts in line with those values; rewards the right values and disapproves of others; is an effective role model to the extent that he/she constantly walks the talk.
- **Time management;** Uses his/her time effectively and efficiently; values time; concentrates his/her efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.

Approved by: (Signature)	
Name:	
Job Title:	
Date:	