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| **Position Title** | Paralegal  |
| **Group/Portfolio** | Office of the General Counsel |
| **Classification** | HEW Level 4 |
| **Position Number** | 000 |
| **Reports To** | Deputy General Counsel |
| **Employment Type** | Continuing  |

## 1.0 Position Purpose

## The Office of the General Counsel manages the full spectrum of legal, internal audit, governance, risk, resilience, insurance, compliance and privacy services that support and enable the University to achieve its strategy and purpose, while instilling community confidence.

## Under general direction, this position is required to provide general administrative and paralegal support to the day-to-day operations of the legal, compliance and privacy services.

## 2.0 Eligibility Requirements

* + - The occupant of this position will hold an associate diploma level qualification with relevant work experience, or an equivalent combination of relevant skills, knowledge and experience.

## 3.0 Key Responsibilities

* + - Provide general administrative support to the Legal, Compliance and Privacy teams. Manage generic email accounts; use desktop publishing to assist team members to produce presentations, spreadsheets and charts to prepare high quality reports and papers.
		- Manage the Legal matter management process, including data entry, file establishment/archiving processes, respond to and referring legal, compliance and privacy queries.
		- Manage and coordinate the flow of information; establishing and maintaining administrative systems, including spreadsheets, information systems, registers, online booking systems, procedures and databases; record management/filing; preparing routine, and ad hoc correspondence.
		- Assist the legal team with processing leases, business name renewals, trademark renewals, subpoenas, non-party disclosures and requests from external authorities for documents/information.
		- Assist the privacy team with RTI/IPA and privacy complaints.
		- Assist the legal, compliance and privacy teams with legal research, drafting and other legal activities, including preparation of legal documents, gathering evidence and materials and assisting senior lawyers with creating training materials and other resources.
		- Provide general administrative support to the legal, compliance and privacy teams, when required. Respond to/refer general enquiries, including undertaking reception duties.
		- Assist on-boarding on new staff in Legal, Compliance and Privacy as required.
		- Perform additional responsibilities, commensurate with the expectations of a role at this level, which contribute to the overall objectives of the Office for the General Counsel.
		- Ensure compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
		- Be a leading example of the principles and values embodied in the University’s Code of Conduct, and behave, act and always communicate to reflect fairness, ethics and professionalism.

## 4.0 Key Capabilities

## Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates’ success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

## To read about some of the non-technical organisation skills for this position, please see the Leads Self section of our [Capability Development Framework](https://intranet.secure.griffith.edu.au/employment/learning-and-development/specialist-programs/capability-development-framework#framework).