

POSITION DESCRIPTION



Administration Officer



POSITION DETAILS

Position Title	Administration Officer
Classification	Level 5
Position Number	7013700
School/Office	Faculty
Division	Provost

POSITION PURPOSE

The WSU Justice Clinic is the university's community legal service and internal student legal service and runs the School of Law's experiential learning programs. It is at the core of the School's strategy for achieving impactful community-driven research, quality legal education and law graduates, and community service and engagement.

The Administration Officer provides high level administrative support to the WSU Justice Clinic, reporting to the Director & Principal Solicitor. The position is a central point of contact for clients, partners, colleagues, and students across the WSU Justice Clinic's programs, and will work well with professional and academic staff across all schools and units and engagement activities. The Administration Officer will contribute to the coordination, administration, and preparation of all aspects related to the experiential learning subjects. A large part of the role is extensive administrative support and coordination of placements and internships, including records management and liaison with students and host organisations.

The position will work closely with all WSU Justice Clinic staff to build and manage internal and external relationships, to support the growth of the experiential learning program, and to deliver positive outcomes for students, industry and the broader community through the execution of the WSU Justice Clinic Strategic Plan 2025-2027.

KEY ACCOUNTABILITIES

1. Administrative Support

- Provide efficient and effective administrative support to the WSU Justice Clinic and Student Legal Service through client and conflict checks, records management, data entry, responding to inquiries, and SharePoint and website maintenance.
 - Assistance with publications, annual reporting tasks, and other administrative support as required.
- 2. Placements and internships**
- Extensive administrative support and coordination of placements and internship, including setting up new placement and internship agreements, maintaining professional relationships and networks, liaising with students and hosts, and ensuring compliance with university records and placement systems.
 - Involvement in the enrolment process of students and collection of requisite agreements and forms throughout the placement
- 3. Program and subject support**
- Administrative support to the experiential learning subjects, including updating and maintaining teaching sites, subject outlines, preparing materials for teaching, coordinating the EOI process for enrolment in subjects, and records management.
- 4. Engagement and events**
- Plan, develop and execute WSU Justice Clinic engagement events that raise the profile of the Clinic across targeted stakeholder groups, including community and industry.
 - Work with internal and external partners on a range of initiatives that deliver positive outcomes for students, industry, and the broader community.
- 5. Maintenance**
- Coordinate general facilities maintenance for the WSU Justice Clinic.
- 6. Compliance and records management**
- Ensure appropriate records management across all aspects of the Clinic's work, including legal file management, SharePoint sites, InPlace and others, so compliance measures are met.
- 7. Other duties as directed**
- Other duties relevant to the classification level, as required by the Director & Principal Solicitor, and / or by the WSU Justice Clinic Strategic Plan 2025 – 2027

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. A relevant qualification and/or equivalent professional administrative training and experience.
2. Demonstrated experience in the provision of high administrative services.
3. High-level computer literacy skills, including demonstrated experience in word processing, spreadsheets, and database management in software packages such as Microsoft Office.
4. Well-developed interpersonal, cross-cultural, oral and written communication skills, including the ability to liaise with management, staff and external agencies and establish effective professional relationships.
5. Proven ability to work as a team member or independently as required.
6. Demonstrated organisational, time management and administrative skills including the ability to monitor workflows, prioritise tasks and meet deadlines.

KEY RELATIONSHIPS

- **This position reports to:** Principal Solicitor – Clinical Supervisor
- **This position supervises:** n/a
- **Key internal relationships:**
 - Dean, School of Law
 - Director & Principal Solicitor
 - Managing Solicitor / Clinical Supervisor
 - Solicitor / Clinical Supervisor
 - Colleagues within the School
 - Students
- **Key external relationships:**
 - Clients of WSUJC
 - WSUJC/SLS stakeholders and partners, including placement and internship hosts

CHALLENGES

- Multi-task and provide administrative support while managing simultaneous demands across Justice Clinic programs and activities.
- Manage complex tasks and competing deadlines.
- Understand obligations relating to privacy and confidentiality and act in accordance with these obligations.
- Demonstrate initiative, judgement, proactive problem solving and decision-making skills in handling enquiries made by students, clients and other external stakeholders.
- Develop an understanding and a high level of competence using multiple University-wide systems to manage data, student records, client records and reporting.

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

Approved by:

Date: